


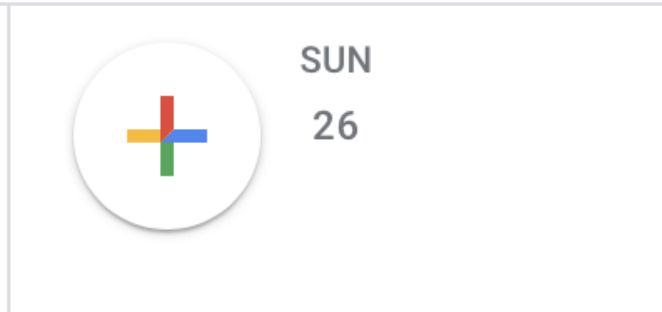
How-To: Create Meetings with the Zoom Google Calendar Plugin

 With the Zoom for Google Calendar add-on, you can seamlessly schedule, join, and manage meetings right from Google Calendar.

Here's how it's done

Create an Event

Open Google Calendar, click the colorful plus icon to create an event



click photo to enlarge

In the **Add conferencing** dropdown menu, select **Zoom Meeting**.

Sample Event

- Event
- Out of office
- Reminder
- Task
- Appointment slots

🕒 Saturday, August 1 8:30am – 9:30am

All day Time zone

Does not repeat ▾

[Find a time](#)

👤 Add guests

📺 Add video conferencing ▾

- 🗨️ Google Meet
Up to 250 participants
- 📺 Zoom Meeting

📅 Busy · Default visibility · Notify 10 minutes before

click photo to enlarge

Create your meeting

Your meeting should be automatically created.

⚠️ If the meetings are not automatically created please check if you are logged into Zoom. For steps on logging into Zoom via the Zoom add-on [please use this article](#).

ℹ️ If you are rescheduling a Zoom meeting from Google Calendar, edit the calendar entry and change the meeting date/time. Do not drag and drop the calendar event or copy the meeting details to a different calendar entry.

To join the newly created meeting, click the **Join Zoom Meeting** link in the event. You can also sign in to your Zoom account to view

- 🗨️ Zoom Meeting ▾ ✕
- 📺 Join Zoom Meeting
ID: 123456789
- 📞 (US) +1 669-900-6833
- 📠 SIP 123456789@zoomcrc.com
- 📄 JOINING INSTRUCTIONS

click photo to enlarge

Wrapping up

This article has demonstrated how to create Zoom meetings in Google Calendar using the Zoom for Google Calendar add-on. If you need any assistance with the add-on please submit a service request via <https://sc.sage.edu>.

Related articles

- [How-To: Check if You Have a Zoom Webinar License Assigned](#)
- [How-To: Download and Share Recorded Zoom Meetings](#)
- [How-To: Create Meetings with the Zoom Google Calendar Plugin](#)
- [Troubleshooting Zoom for Google Calendar](#)
- [How-To: Use Your Sage Zoom Account](#)