

Schedule a Meeting

There are two ways to schedule a meeting in Zoom. You can book meetings using the Zoom client or the Zoom add-in in Outlook. It is recommended to install the add-in if you include Zoom Rooms in your booking.

Launch Outlook.

Click on the *Home* Tab

Select your required **Meeting Type**

1. Schedule a Meeting
2. Start Instant Meeting

Selecting **Schedule, a Meeting** will launch the Zoom Menu

Check the default settings under **Video, Audio and Meeting Options**

Adjust if required.

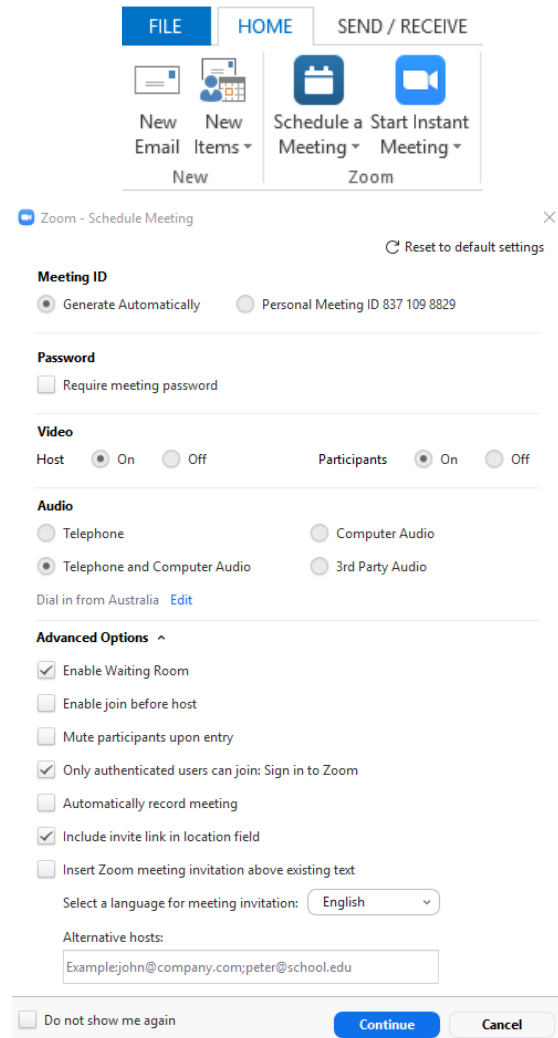
Select **Advanced Options**

Select the required **Meeting Options**

Review secure meeting options under Zoom on the Notre Dame website if you are unsure what settings to enable or disable.

Select **Alternate host** if you are unable to attend the meeting.

Click **Continue**.



Zoom - Schedule Meeting

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 837 109 8829

Password
☐ Require meeting password

Video
 Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

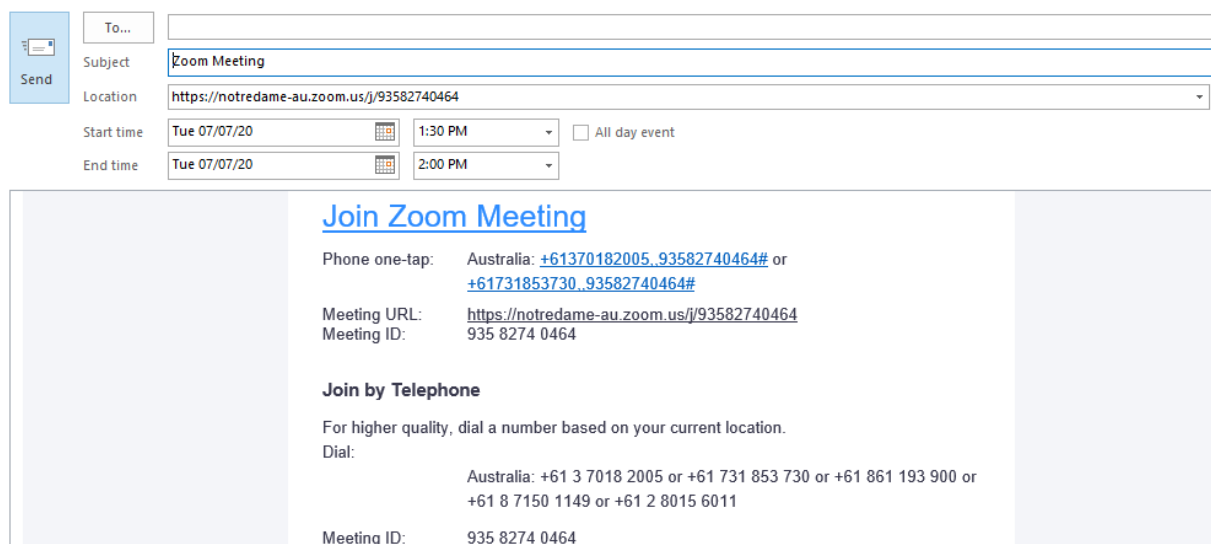
Audio
☐ Telephone ☐ Computer Audio
☒ Telephone and Computer Audio ☐ 3rd Party Audio

Dial in from Australia [Edit](#)

Advanced Options ^
☒ Enable Waiting Room
☐ Enable join before host
☐ Mute participants upon entry
☒ Only authenticated users can join: Sign in to Zoom
☐ Automatically record meeting
☒ Include invite link in location field
☐ Insert Zoom meeting invitation above existing text
 Select a language for meeting invitation: English
 Alternative hosts:

☐ Do not show me again Continue Cancel

A new meeting invitation will launch with the same options as an Outlook meeting request. Zoom will prefill fields with default meeting information. These fields can be edited if required. The request will show the unique meeting URL or available phone numbers for One-Tap calls.



To...

Subject Zoom Meeting

Location <https://notredame-au.zoom.us/j/93582740464>

Start time Tue 07/07/20 1:30 PM ☐ All day event

End time Tue 07/07/20 2:00 PM

Join Zoom Meeting

Phone one-tap: Australia: +61370182005_93582740464# or +61731853730_93582740464#

Meeting URL: <https://notredame-au.zoom.us/j/93582740464>

Meeting ID: 935 8274 0464

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: Australia: +61 3 7018 2005 or +61 731 853 730 or +61 861 193 900 or +61 8 7150 1149 or +61 2 8015 6011

Meeting ID: 935 8274 0464

Subject

The subject line will prefill when the meeting request is created. Edit the text in the field if required.

Location

The location field will pre-fill when the meeting request is created. If you would like to hold a meeting in a campus meeting room, click the **Rooms...** box.

Location

Complete the steps listed below under [Add a Venue](#) to find an available room.

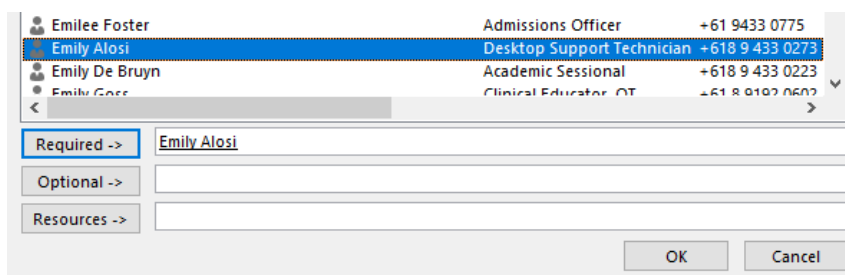
Add Staff or External Contact

For Staff, Click the **To...** button to find the email address of any active Notre Dame Staff member.

Double click on the email address

The Required field should now populate with the selected contact.

Click **OK**



Name	Role	Phone
Emilee Foster	Admissions Officer	+61 9433 0775
Emily Alosi	Desktop Support Technician	+618 9 433 0273
Emily De Bruyn	Academic Sessional	+618 9 433 0223
Emily Gore	Clinical Educator, OT	+61 8 9192 0602

Required ->

Optional ->

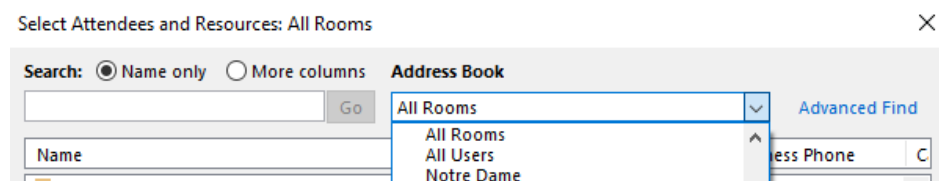
Resources ->

For external contacts enter their *full email address* into the **To...** field.

Add a Venue

If you would like to add a venue, Click the **To...** field button to find all campus meeting rooms.

Click the arrow on the **Address Book** drop-down list.



Select Attendees and Resources: All Rooms

Search: ☒ Name only ☐ More columns

Name

Address Book

All Rooms
All Users
Notre Dame

Address Phone

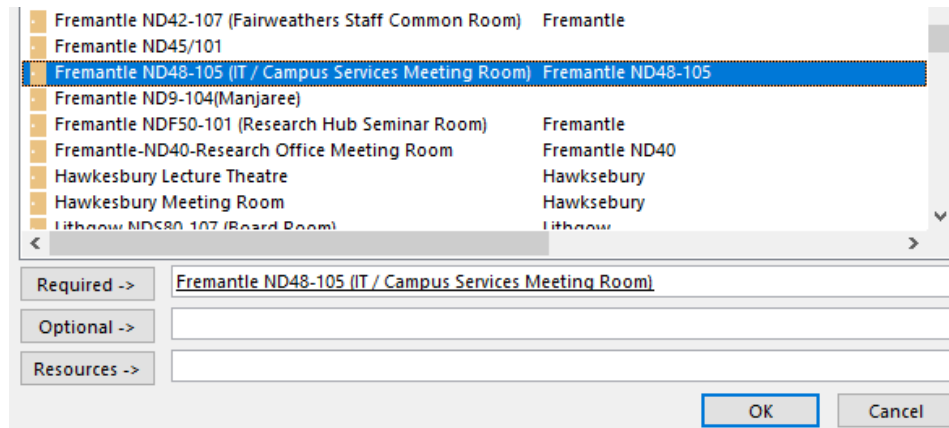
Select All Rooms

All bookable meeting rooms are shown in this list.

Double click the required room.

The Required field should now populate with the selected room.

Click **OK**



Fremantle ND42-107 (Fairweathers Staff Common Room)	Fremantle
Fremantle ND45/101	
Fremantle ND48-105 (IT / Campus Services Meeting Room)	Fremantle ND48-105
Fremantle ND9-104(Manjaree)	
Fremantle NDF50-101 (Research Hub Seminar Room)	Fremantle
Fremantle-ND40-Research Office Meeting Room	Fremantle ND40
Hawkesbury Lecture Theatre	Hawkesbury
Hawkesbury Meeting Room	Hawkesbury
Lithgow NDS80-107 (Board Room)	Lithgow

Required -> Fremantle ND48-105 (IT / Campus Services Meeting Room)
 Optional -> Fremantle ND48-105 (IT / Campus Services Meeting Room)
 Resources -> Fremantle ND48-105 (IT / Campus Services Meeting Room)

OK Cancel

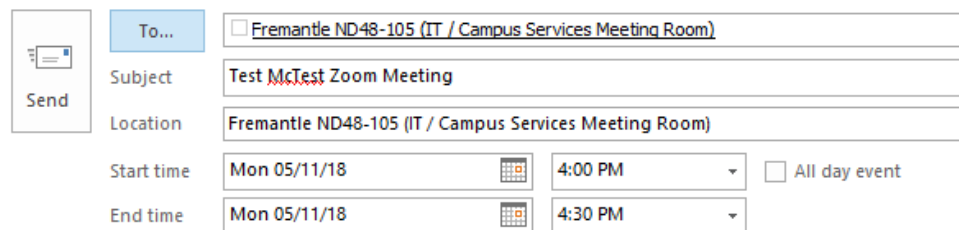
If a room has been invited, it will automatically join the meeting at the start time and end 5 mins after the scheduled finish time.

Meeting Times

Select the **start and end date** of the meeting.

Select the **start and end time**

Be careful when adjusting the time of the meeting. The meeting will default to 30 minutes when the start time is changed.



Subject

Location

Start time ☐ All day event

End time

Double check **all** fields and click **Send**