Create a meeting

1. Creating a meeting

1.1. In Outlook go to ‘Schedule a Meeting’ in the top ribbon.

1.2. For most meetings you can use the following options

   Enable video by default for Host and Participants.
   Tick ‘Enable join before host’. This is needed to start a meeting from a zoom room.

1.3. Click Continue

   This will create an Invitation template to send to the participants. Participants will be able to click the ‘Join Zoom Meeting’ link, which will automatically join the meeting.
   *For example: https://essex-university.zoom.us/j/549341203.*

   Alternatively you can enter the 9 digit code at the end of the link to join from the Zoom App or Zoom Room.
   *From the example above the code would be 549 341 203*