

# Schedule a Zoom Meeting



**There are several ways to schedule a meeting in zoom! You can easily schedule the meeting either from the zoom portal or the Zoom application**

## FROM THE ZOOM PORTAL

1. Sign in to the Zoom web portal.
2. Click **Meetings**, and click **Schedule a Meeting**.
3. Select the meeting options. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.
  - **Topic:** Enter a topic or name for your meeting.
  - **Description:** Enter an optional meeting description.
  - **When:** Select a date and time for your meeting. You can manually enter any time and press enter to select it. For example, you can enter **15** in the minutes field.
  - **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
  - **Time Zone:** By default, Zoom will use the time zone set in [your profile](#). Click the drop-down menu to select a different time zone.
  - **Recurring meeting:** Check if you would like a [recurring meeting](#) (the meeting ID will remain the same for each session). This will open up additional recurrence options.
- 1 **Recurrence:** Select how often you need the meeting to recur: **Daily, Weekly, Monthly,** or **No Fixed Time**. Meetings can recur up to 50 times, so if you need more than 50 recurrences, use the **No Fixed Time** option.
4. **Save** to finish.