

# How-To | Scheduling a Zoom Meeting

**Step 1:** Enter <https://uchicago.zoom.us/> into your web browser.

**Step 2:** Click on the Sign in with SSO button in the window. Note: if you are already signed in with SSO, you will not see this option.

**Step 3:** Enter your CNetID and password.

**Step 4:** Click the Meeting link in the left side of the Zoom window.

**Step 5:** Click the Schedule a New Meeting button.

**Step 6:** Enter the topic, date, time, and duration of the Zoom meeting. There are other default settings here that you may change: e.g., recurring meeting, mute participants on entry, enable waiting room.

**Step 7:** Click the Save button to create your meeting.

**Step 8:** Once the confirmation screen appears, you can click the Copy the invitation link on the right side of the window and paste the meeting information in your desired method of distribution.

## Need Further Assistance?

For more information and resources, please visit <https://webconferencing.uchicago.edu/>

## CONTACT US

For any Zoom technical assistance, please contact the IT Services Service Desk at [itservices.uchicago.edu](https://itservices.uchicago.edu). For other questions, e-mail us directly at [cme@bsd.uchicago.edu](mailto:cme@bsd.uchicago.edu).