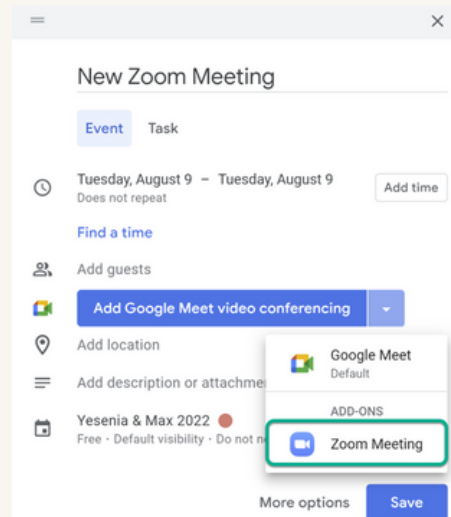


Manage Zoom Meetings with Google Calendar

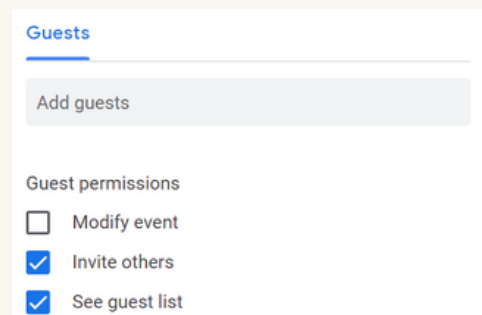
STEP 1

Create a Zoom Meeting in Google Calendar

1. Open Google Calendar and create a new event
2. Click the video conferencing options and select the option for Zoom Meeting



3. Add the email addresses of your meeting guests
4. Set guest permissions

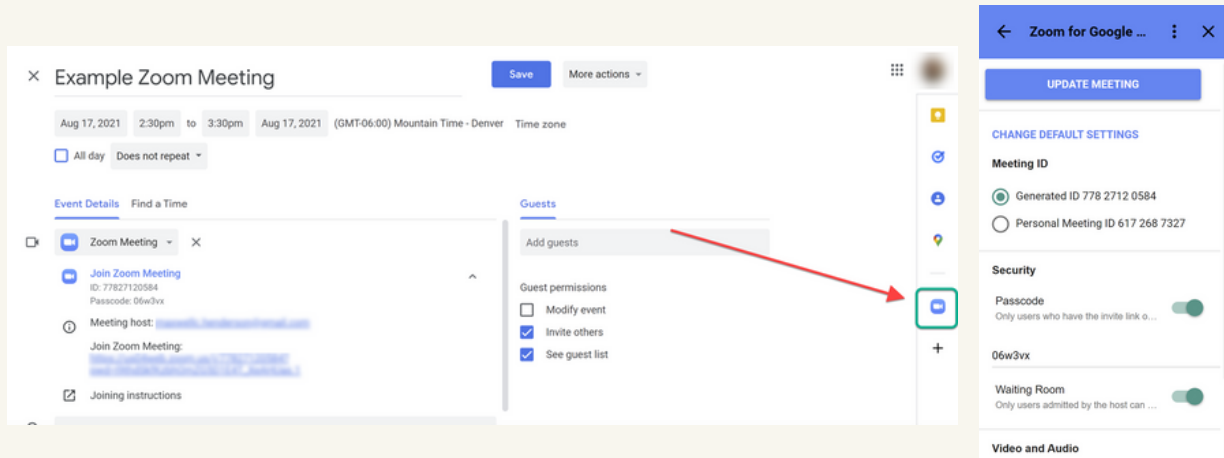


Continue ▼

STEP 2

Manage Meeting Settings

1. To open the meeting settings, first select a meeting in Calendar and then click the Zoom icon on the right side of the screen



2. From here you can control various meeting settings such as the Meeting ID, Security, Video & Audio, and meeting options

3. To manage the default settings, click the change default settings option, then log into your zoom account

4. Always click “Update Meeting” after making any changes

