

Zoom for Google Calendar

You can schedule basic Zoom meetings right in your Google Calendar by installing the Zoom for G Suite app from the Google Workplace Marketplace.

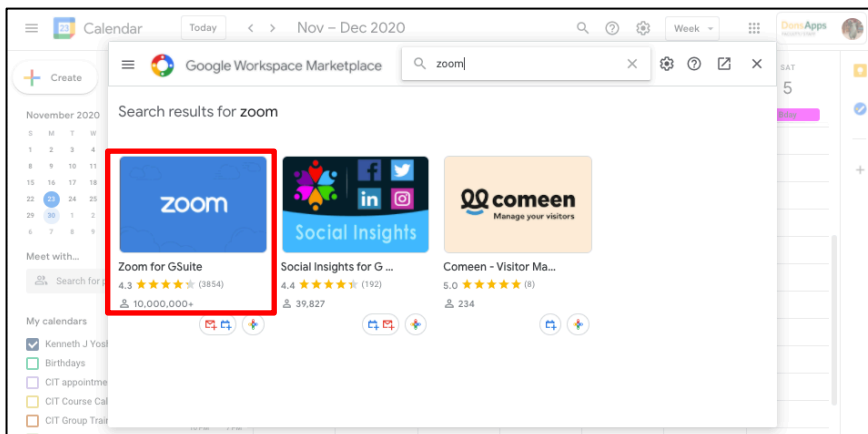
Installing the App

The first step is to search for the app-you can use Google Chrome, Safari or Mozilla Firefox but the best choice would be Chrome.

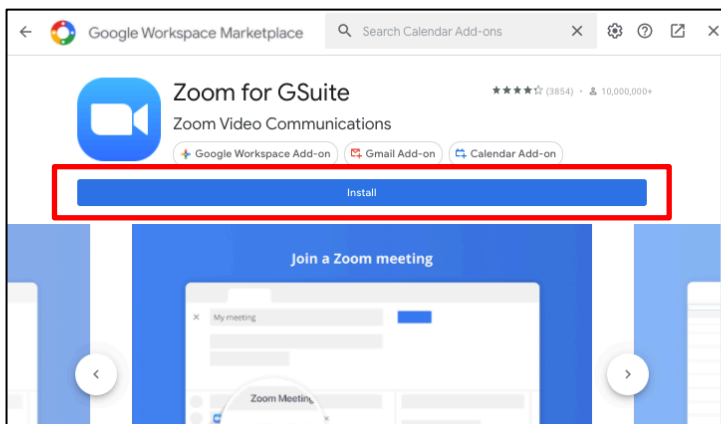
1. Open your USF Google Calendar and look for the **+ icon** on the right side of the page to access the Google Workplace Marketplace.



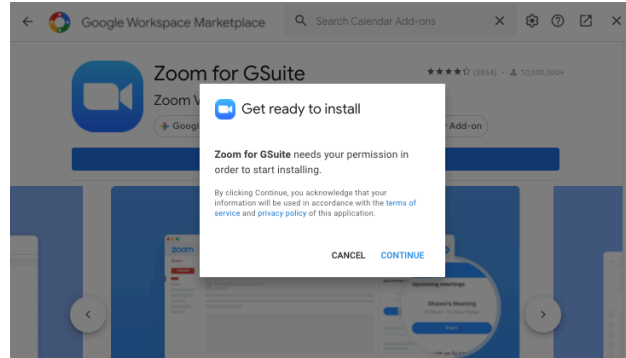
2. Do a search for Zoom and click on the icon for **Zoom for G Suite**.



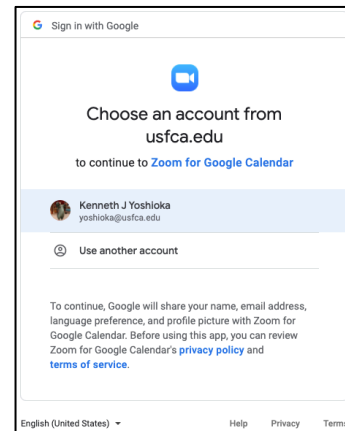
3. Click on **Install** to begin the process.



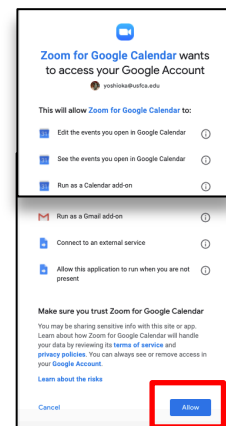
4. Click **Continue** to provide permission.



5. Click on your USF Google Calendar.

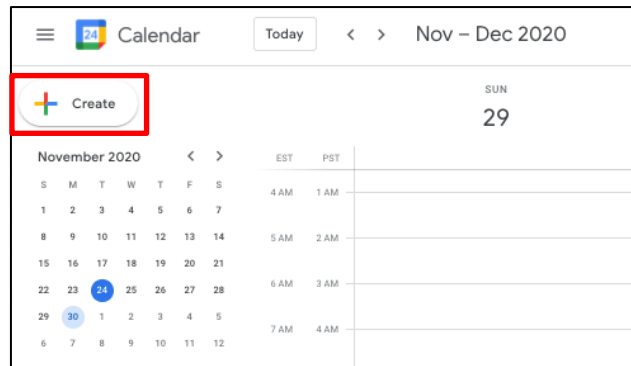


6. Click **Allow** to confirm that Zoom has access to your Google Calendar information and to finish installation.

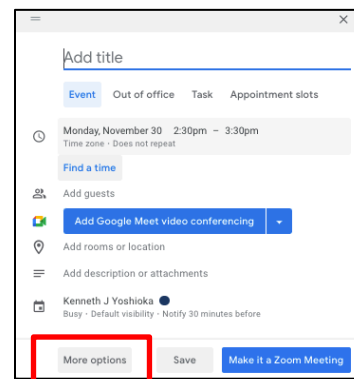


Scheduling a Meeting

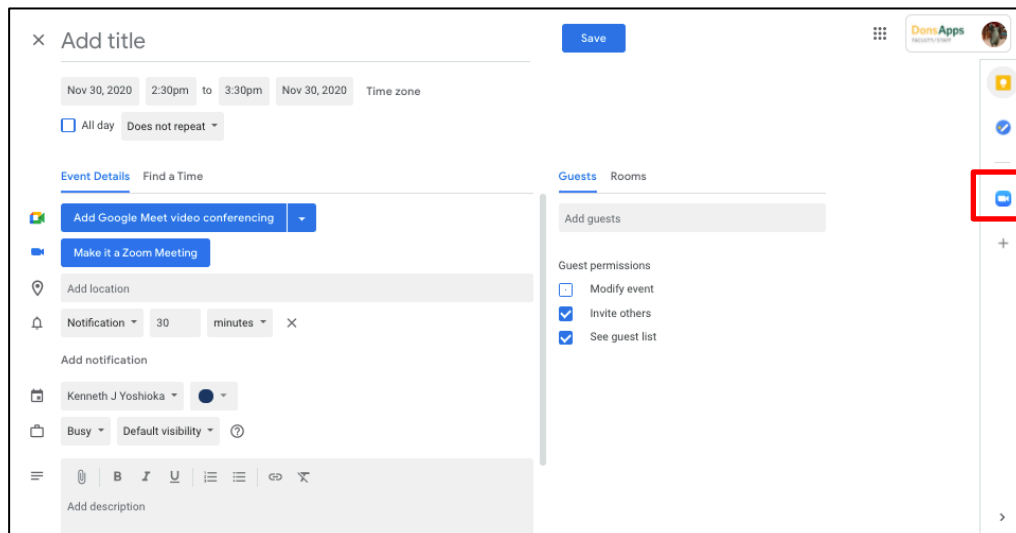
1. Now you can schedule a Zoom meeting through your Google Calendar. First click on the Create button in the upper left hand side of the Calendar page.



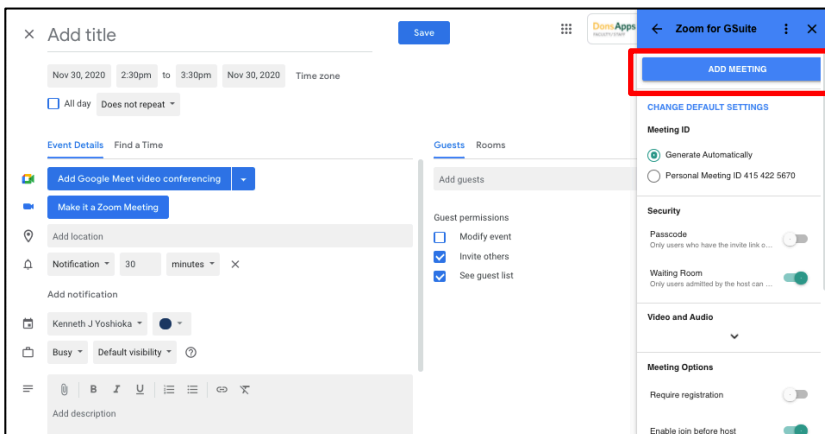
2. Click on More Options to access the full event setup.



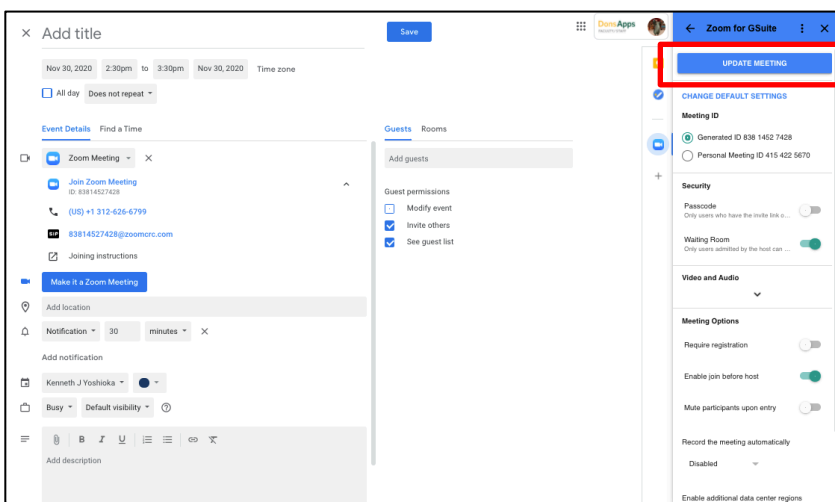
3. Enter your meeting information and then click on the Zoom app icon on the right side of the page.



4. On the right side of the page configure your Zoom meeting and then click **Add Meeting** to add the Zoom link and phone number to the event.



5. Now you can always made edits to the event by double clicking on the calendar event and clicking on the Zoom icon on the right side of the page. You can make changes to the Zoom meeting criteria and click **Update Meeting** to finish the changes.



Note: Please remember that this is a scheduler and not access to your full USF Zoom account. You will not have access to your profile, settings and some features like pre-assigned breakout rooms, poll creation and registration tools.