



+



How to schedule a **Zoom** meeting & email invitation



Social Planning Council Ottawa

Navigate to

<https://app.zoom.us/wc/home>

The screenshot shows the Zoom Workplace Pro dashboard. At the top, there is a dark navigation bar with a search icon, 'Support', the phone number '1.888.799.9666', and links for 'Contact Sales' and 'Request a Demo'. Below this is a white navigation bar with the Zoom logo, 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', 'Web App', and a user profile icon 'A'. A green banner below the navigation bar contains a message: 'Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. Upgrade to Pro'. The main content area is divided into a left sidebar and a main panel. The sidebar lists navigation options: Home (selected), My Products, Meetings, Recording, Whiteboards, Notes, Clips, Docs, Tasks (with a 'NEW' badge), Discover More Products, My Account, Admin, and Support. At the bottom of the sidebar is an 'Upgrade to Pro' button. The main panel features a 'Manage Plan' card for 'Workplace Basic' with a 'View Plan Details' link. Below this is an 'Enhance your meetings' section with two cards: 'Virtual Backgrounds' (with a 'Explore Backgrounds' link and a grid of background options) and 'Custom Avatars' (with a 'Create Avatar' link). On the right side, there is a 'Download Zoom' card with a 'Download Zoom' button and a 'Do not show again' option. At the bottom right, there are three buttons for 'Schedule', 'Join', and 'Host', and a 'Personal Meeting ID' section showing '484 420 5830' with a copy icon and a chat icon.

Search Support 1.888.799.9666 Contact Sales Request a Demo

zoom Products Solutions Resources Plans & Pricing Schedule Join Host Web App A

Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. [Upgrade to Pro](#)

Home

My Products

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

> Support

Upgrade to Pro

Plan: Workplace Basic
Job Title: Add

Manage Plan

[View Plan Details](#)

Enhance your meetings

Virtual Backgrounds
Download hi-res images to elevate your Zoom meeting.
[Explore Backgrounds](#)

Custom Avatars
Engage in meetings without being on camera.
[Create Avatar](#)

Download Zoom
Start, join and schedule meetings directly from your Zoom Desktop Client.

Download Zoom

Do not show again

Schedule Join Host

Personal Meeting ID
484 420 5830

Click (Host) to start a video meeting

The screenshot shows the Zoom web interface. At the top, there is a dark navigation bar with a search icon, 'Support', the phone number '1.888.799.9666', and links for 'Contact Sales' and 'Request a Demo'. Below this is a white header with the Zoom logo and navigation links: 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host' (highlighted with an orange circle), and 'Web App'. A green notification banner at the top reads: 'Don't cut your conversations short! Stay connected with Zoom Workplace Pro to host meetings for up to 30 hours. Plus, you'll gain features like AI Companion, 10GB of cloud storage, Docs, and more. Upgrade to Pro'. On the left is a sidebar menu with options: Home, My Products, Meetings, Recording, Whiteboards, Notes, Clips, Docs, Tasks (marked 'NEW'), Discover More Products, My Account, Admin, and Support. At the bottom of the sidebar is an 'Upgrade to Pro' button. The main content area features a 'Manage Plan' section with a 'View Plan Details' link. Below that is an 'Enhance your meetings' section with two cards: 'Virtual Backgrounds' (with a grid of background options) and 'Custom Avatars' (with a 'Create Avatar' link). On the right, there is a 'Download Zoom' section with a 'Download Zoom' button and a 'Do not show again' link. At the bottom right, there are three buttons: 'Schedule', 'Join', and 'Host' (highlighted with a blue circle), and a 'Personal Meeting ID' section showing the ID '484 420 5830' and a 'Join' button.

Search Support 1.888.799.9666 Contact Sales Request a Demo

zoom Products Solutions Resources Plans & Pricing Schedule Join Host Web App A

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Home

My Products

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Clips

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Tasks **NEW**

Discover More Products

> My Account

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Upgrade to Pro

Plan: Workplace Basic
Job Title: Add

Manage Plan

[View Plan Details](#)

Enhance your meetings

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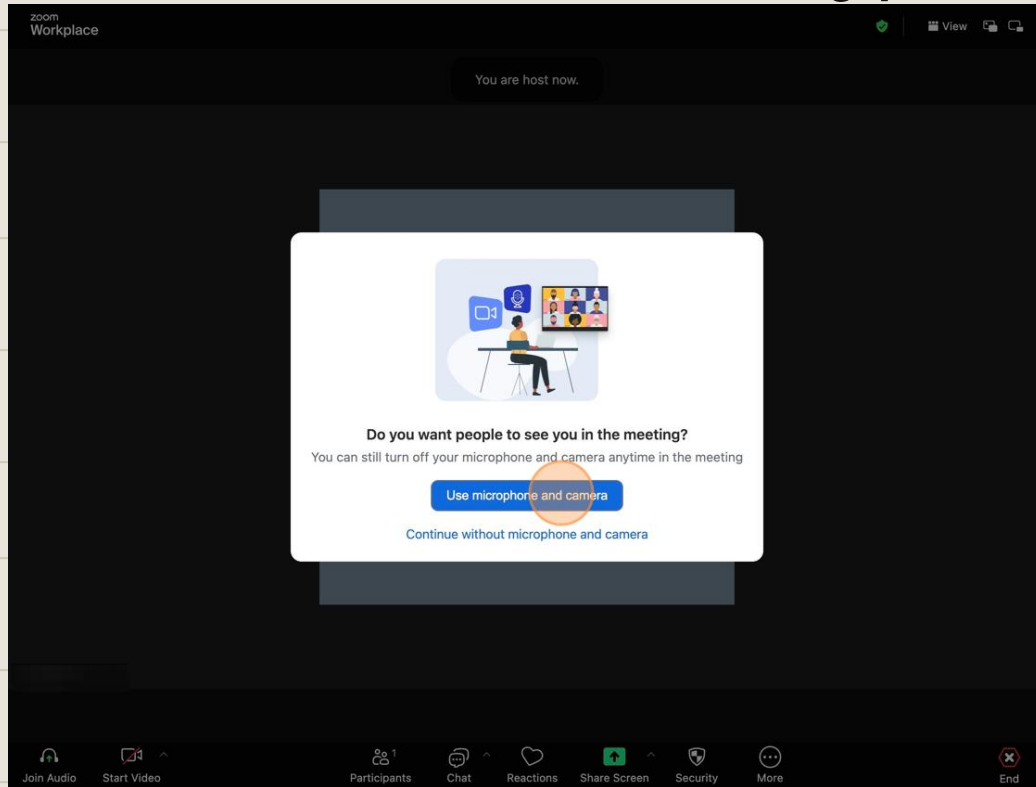
[Download Zoom](#)

[Do not show again](#)

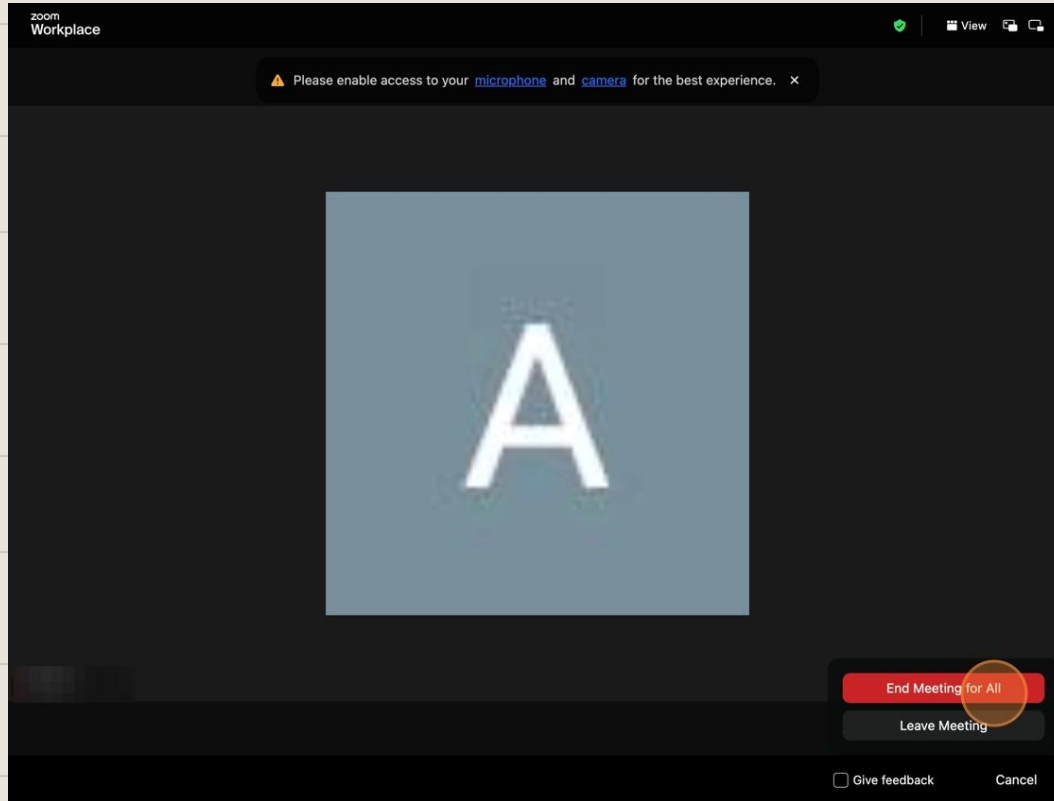
Schedule Join Host

Personal Meeting ID
484 420 5830

Allow (microphone & camera permissions) for Zoom to function accordingly



Click **(END)** to close out the meeting



Click **(Schedule)** to set up a meeting at a later time

The screenshot displays the Zoom web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Meetings, Recording, Whiteboards, Notes, Clips, Docs, Tasks (marked with a 'NEW' badge), Discover More Products, My Account, Admin, and Support. At the bottom of the menu is an 'Upgrade to Pro' button.

The main content area features a 'Manage Plan' button and a 'View Plan Details' link. Below this is a section titled 'Enhance your meetings' with a close button (X). This section contains three sub-sections: 'Virtual Backgrounds' (with a 'Explore Backgrounds' link and a grid of background icons), 'Custom Avatars' (with a 'Create Avatar' link and an avatar icon), and 'Zoom Filters' (with a description: 'Enhance your experience with Zoom filters.').

On the right side, there is a 'Download Zoom' section with a 'Download Zoom' button and a 'Do not show again' link. Below this is a section for meeting actions with 'Schedule', 'Join', and 'Host' buttons. At the bottom right, there is a 'Personal Meeting ID' section showing the ID '484 420 5830' and a copy icon. The 'Meetings' section at the very bottom right includes a 'Visit Meetings' link and a speech bubble icon.

A vertical 'Feedback' button is located on the right edge of the interface.

Enter (Meeting details) e.g. Date, Time, Invitees,

Q Search Support 1.888.799.9666 | Contact Sales Request a Demo

zoom Products Solutions Resources Plans & Pricing Schedule Join Host Web App A

Home

My Products

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

< Back to Meetings

Schedule Meeting

Topic

+ Add Description

When

Duration hr min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone

Enter the (emails) of the people your wish to invite

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

> Support

When: 06/06/2025 8:00 AM

Duration: 0 hr 40 min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting

Invitees

Please input at least 3 characters

Meeting ID: Generate Automatically Personal meeting ID 484 420 5830

Template: Select a template

Whiteboard [?]

Select this Meeting ID Option (Generate Automatically), then click (Save)

- Meetings
- Recording
- Whiteboards
- Notes
- Clips
- Docs
- Tasks **NEW**
- Discover More Products
- > My Account
- > Admin
- > Support

When

Duration hr min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
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Time Zone



Recurring meeting

Invitees

Meeting ID Generate Automatically Personal Meeting ID 484 420 5830

Template

Whiteboard

Your scheduled meeting is now ready. This is what it should look like , then click **(Save)**

Meetings

- Recording
- Whiteboards
- Notes
- Clips
- Docs
- Tasks **NEW**
- Discover More Products

> My Account

> Admin

> Support

Topic Meeting Subject

Time Jun 6, 2025 08:00 AM Pacific Time (US and Canada)

Meeting ID 970 1666 4548

Security ✓ Passcode ***** [Show](#)

Invite Link <https://zoom.us/j/97016664548?pwd=YdbsmApeQakKki64jfs8tumNwSb2871>

Add to Google Calendar Outlook Calendar (.ics)
 Yahoo Calendar

Meeting chat Enable Continuous Meeting Chat

Video

Host	off
Participant	off