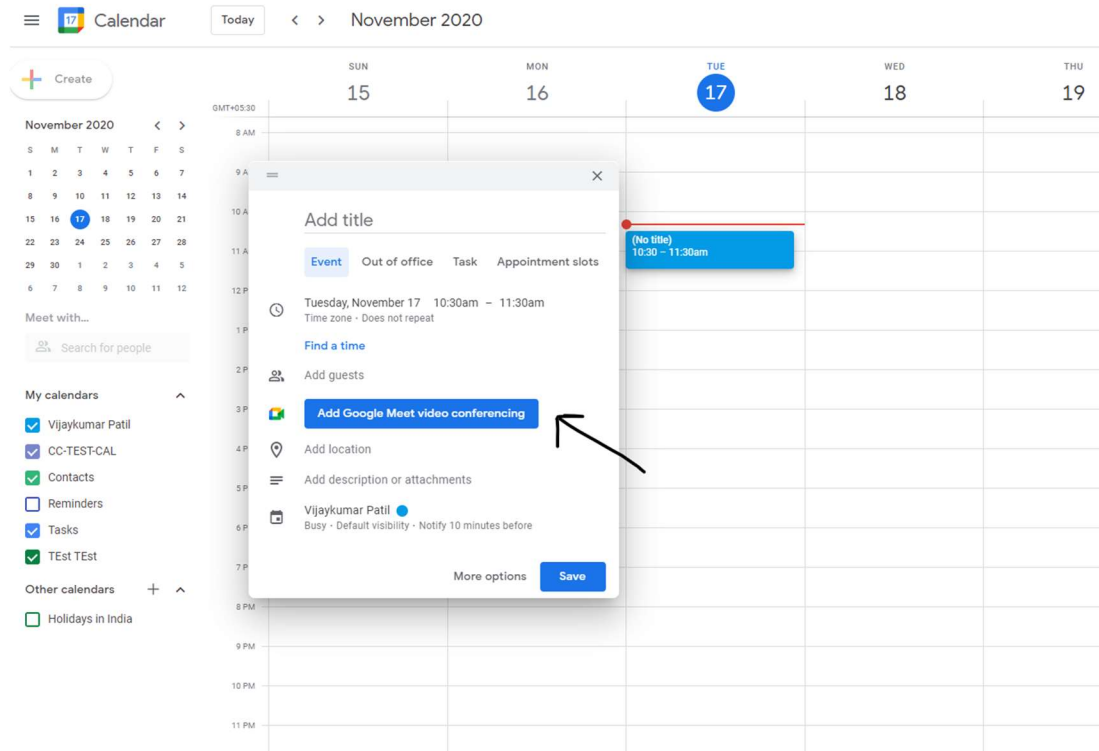


## Scheduling ZOOM meeting with Google Calendar.

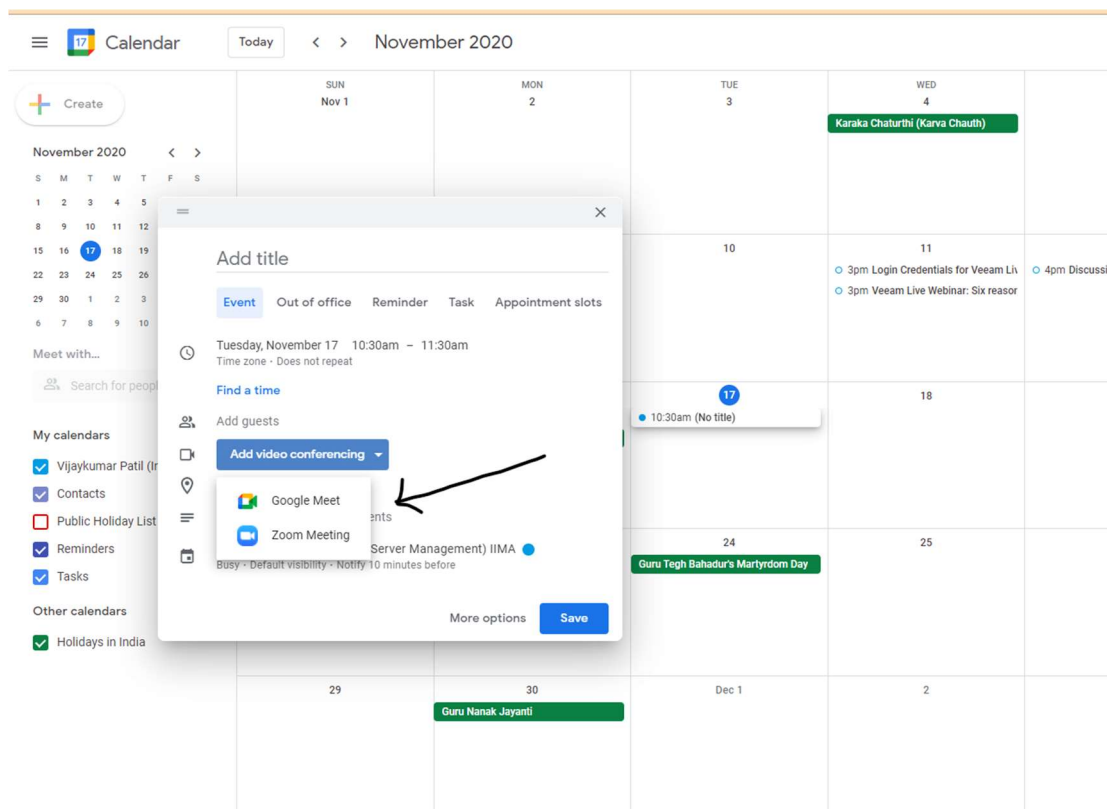
### Usage:

When you schedule any calendar event in Google Calendar, you will get the option to add Video Conferencing to that event.

By Default, you will get the GOOGLE MEET option as a Video Conferencing, as shown in below image.



Now We can add ZOOM as a Video Conferencing option while creating Events/meeting with Google Calendar, so we can schedule the ZOOM Meeting directly from Google Calendar and share it using the calendar option, as shown in below picture.



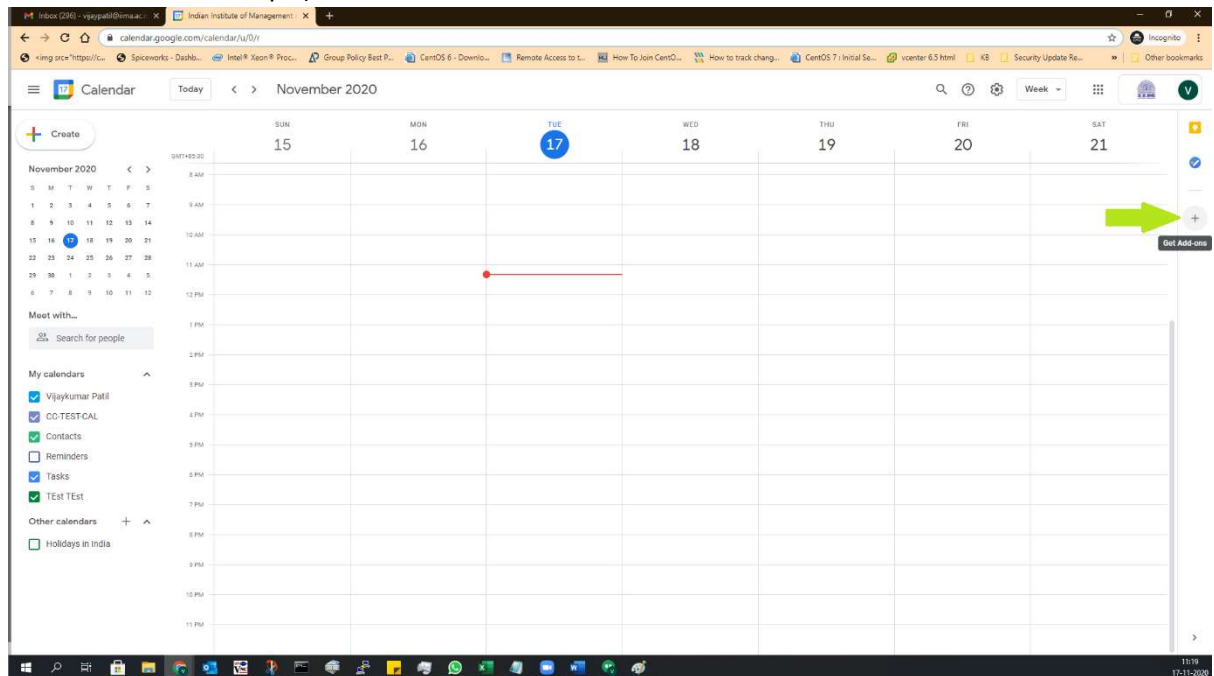
## Setting Up the ZOOM with Google Calendar.

To Enable this option in your Google Calendar. Kindly Follow below steps.

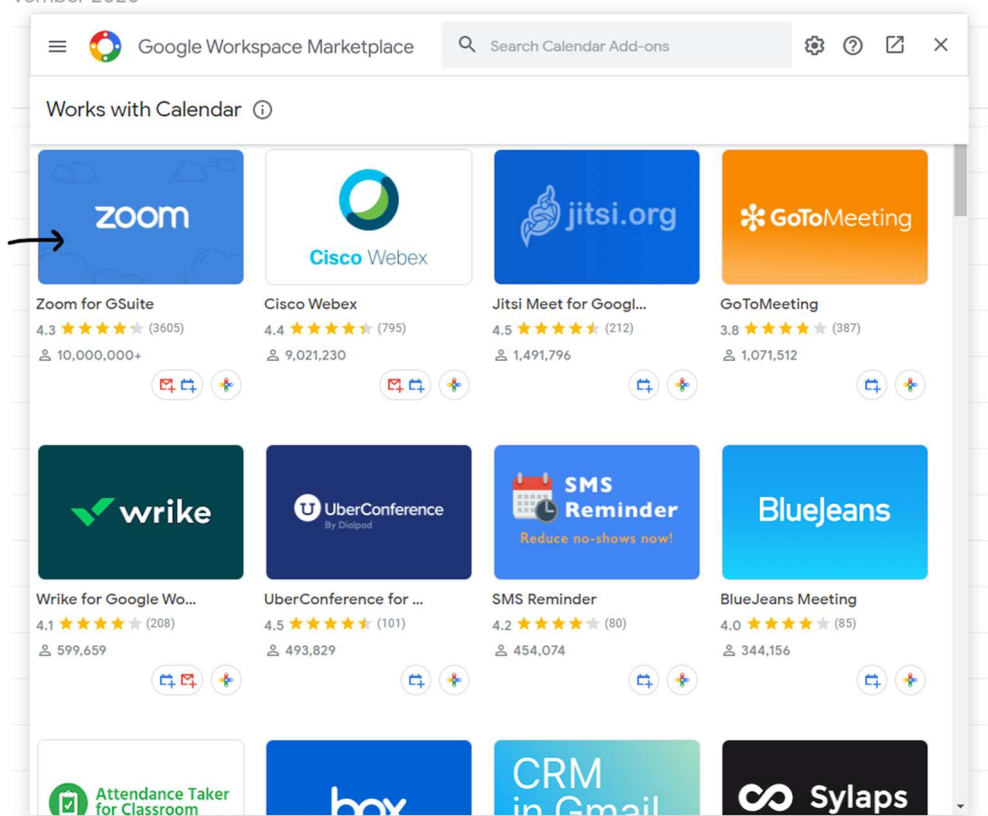
**Step - 1.** Open GOOGLE Calendar. You can click on below link to open the same.

<https://calendar.google.com/>

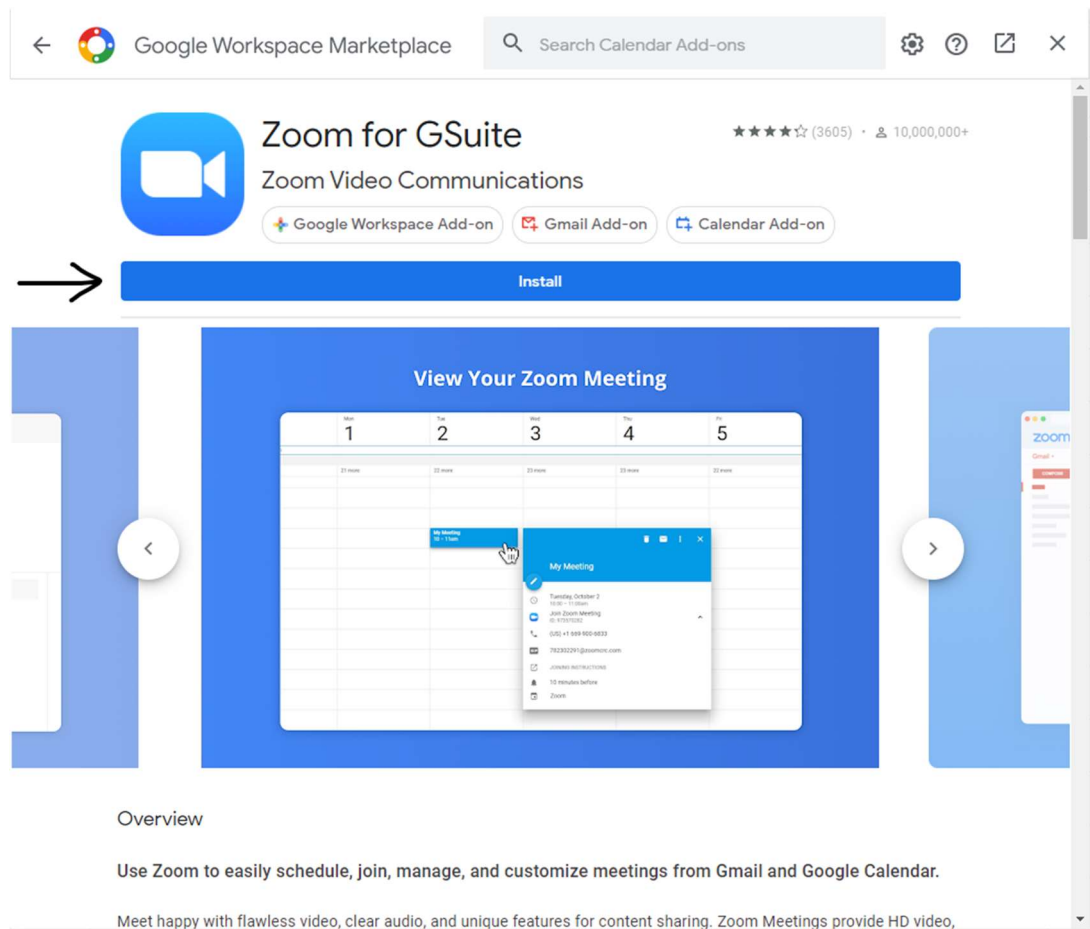
**Step - 2.** On the calendar page. Click on the **+** (Get Add-ons) Sign located on the right side of the page. (as shown in below pic)



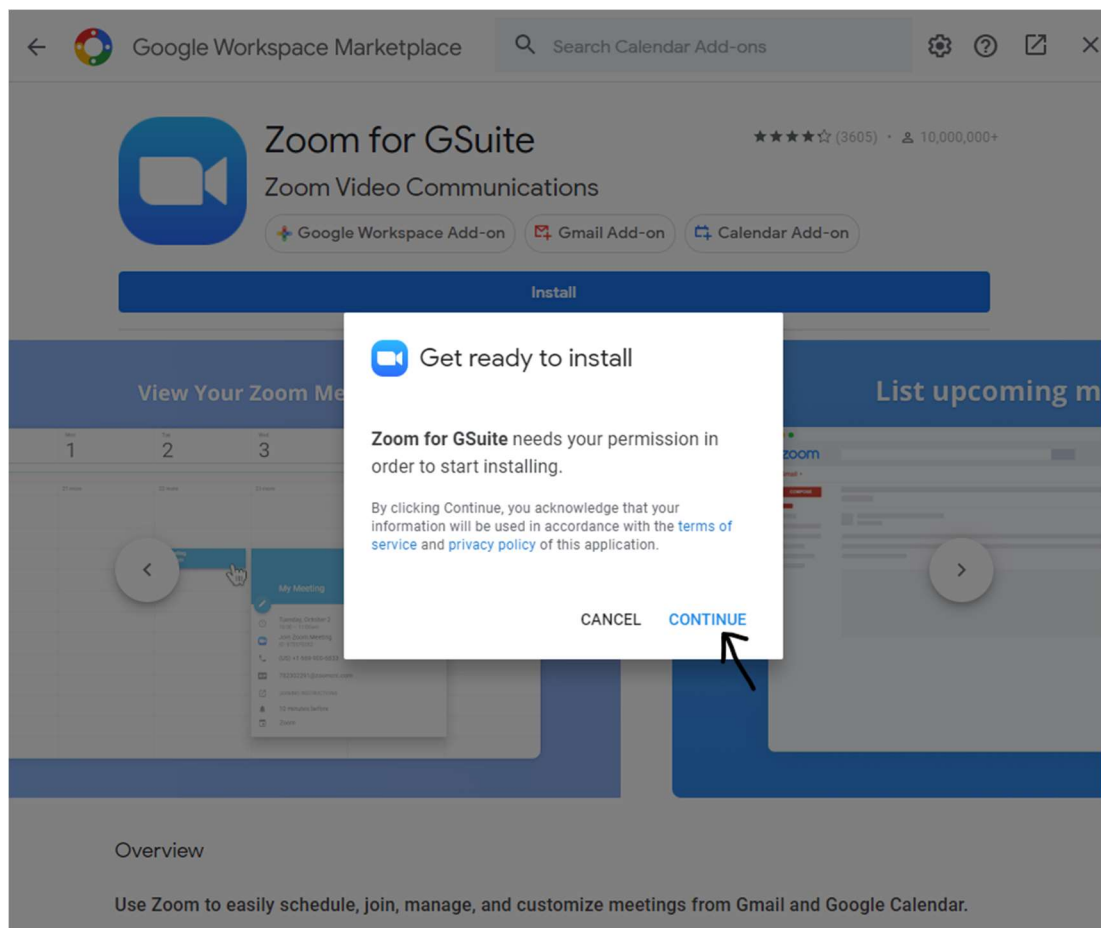
**Step - 3.** It will open the new windows of GOOGLE WORKSPACE MARKETPLACE. In the window click on **ZOOM for GSuite.** (See below Pic.)



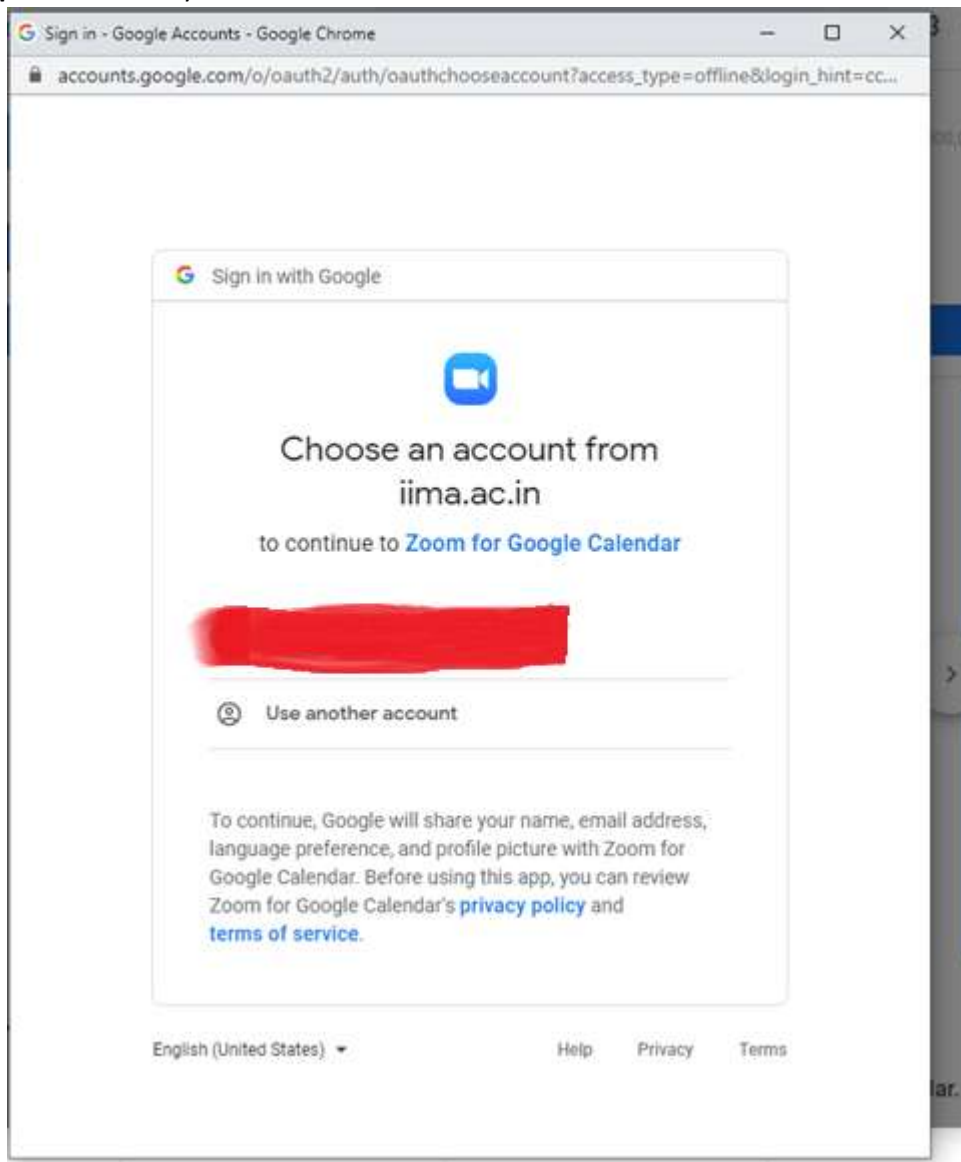
**Step - 4.** Click on **Install** button to install the Zoom add-on for Google Calendar.



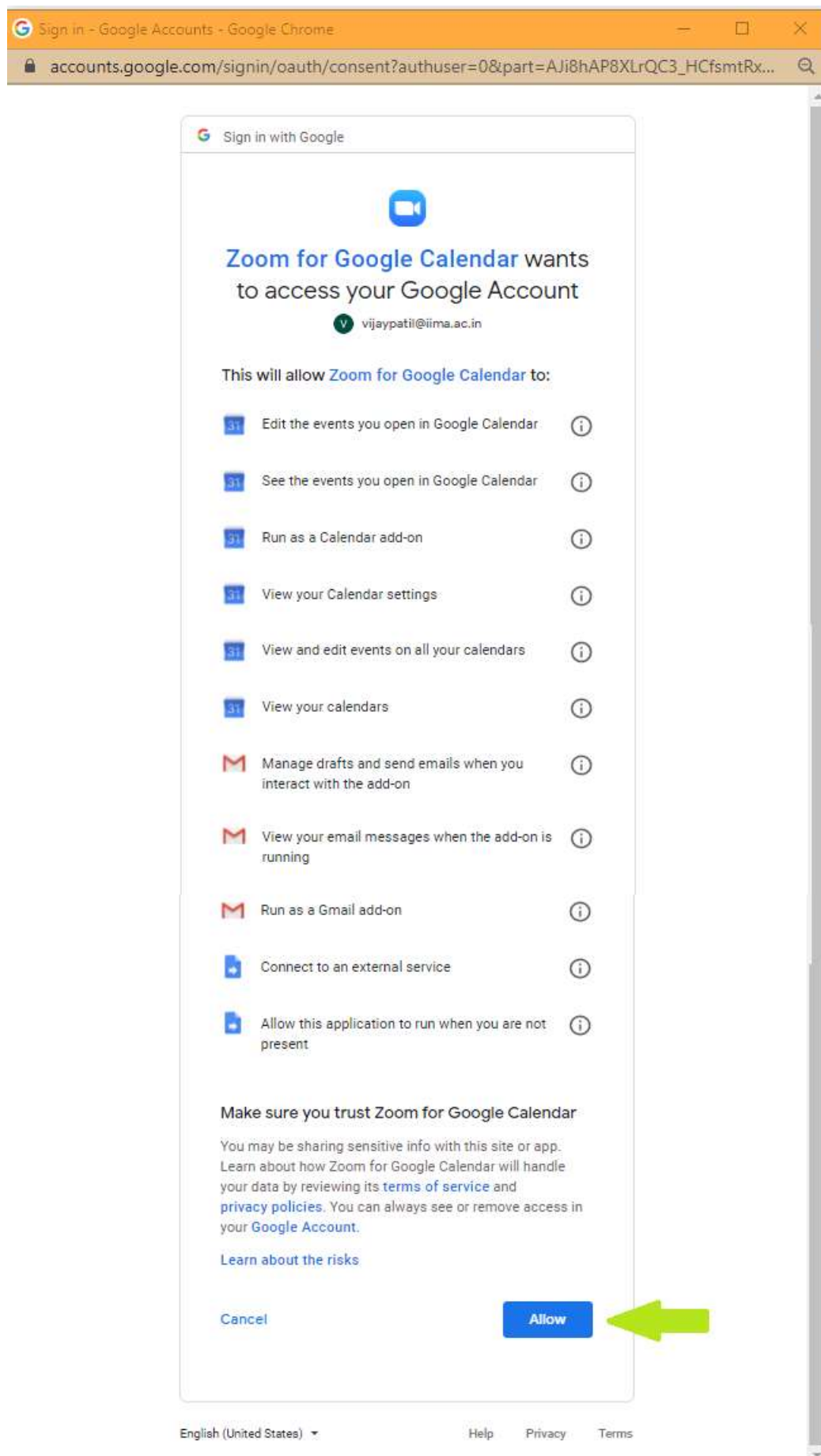
**Step - 5.** Click on **Continue** to confirm the installation.



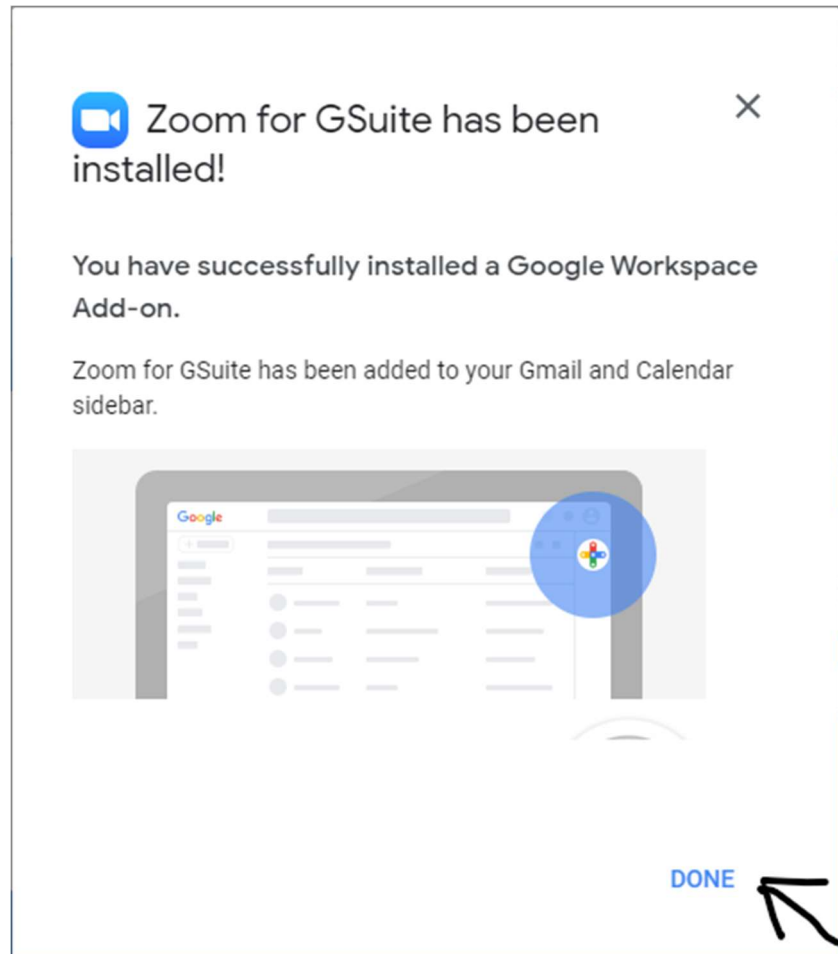
**Step - 6.** Select your Gmail account on which Zoom license is allotted



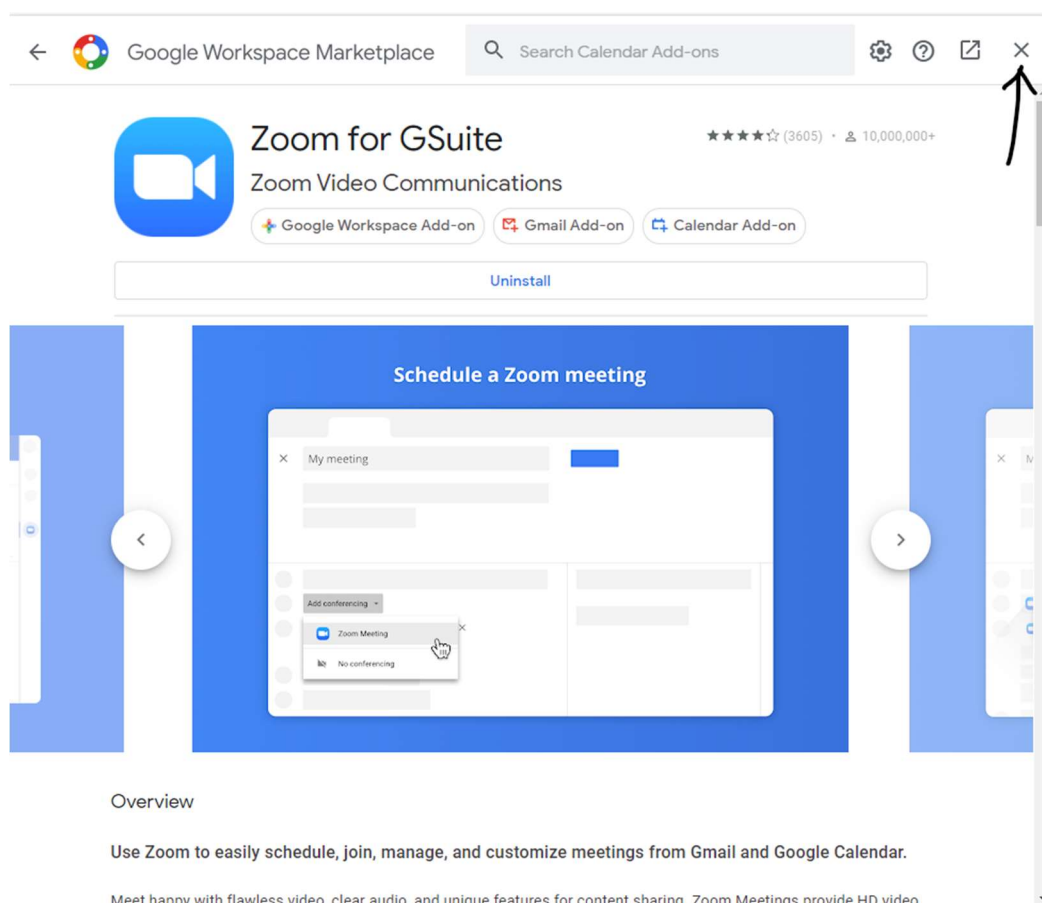
**Step - 7.** Click on Allow to install the add-on.



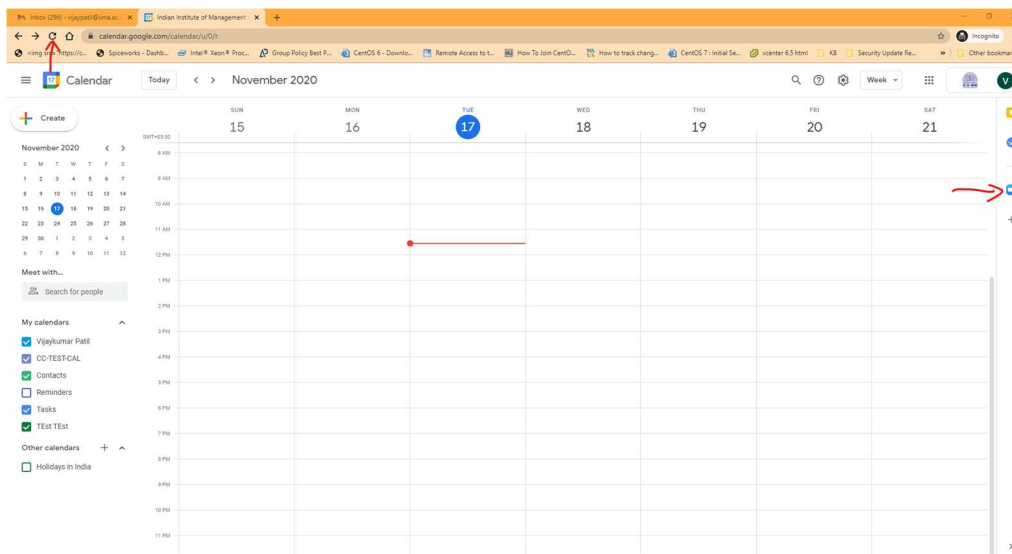
**Step - 8.** Once installation get completes, you will get notification as below. Click on **DONE** to complete the process.



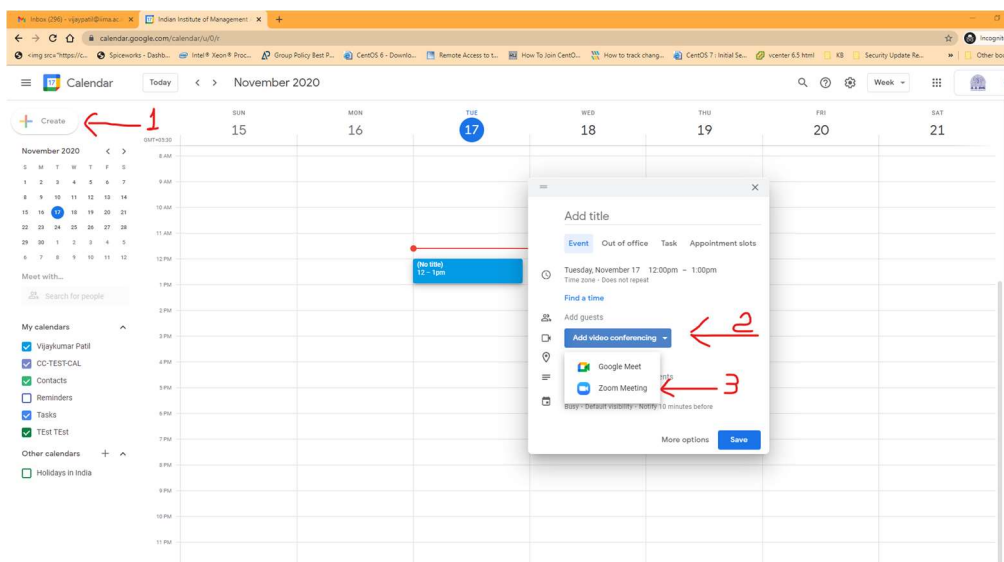
**Step - 9.** Close the GOOGLE WORKSPACE MARKETPLACE window.



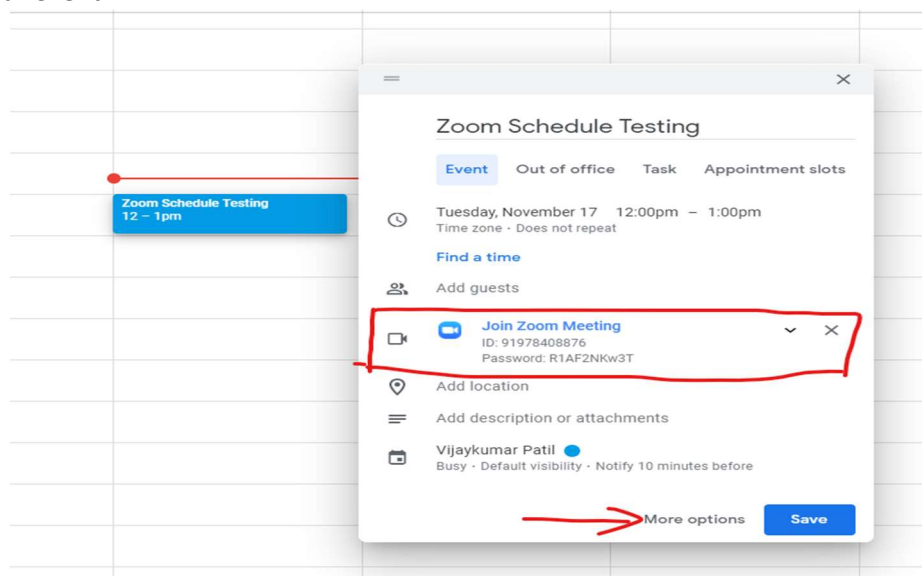
**Step - 10.** Reload your Calendar Window. You will get the ZOOM icon on the right side of the page.



**Step - 11.** Click on create. To schedule the Meeting in the Google Calendar with ZOOM.

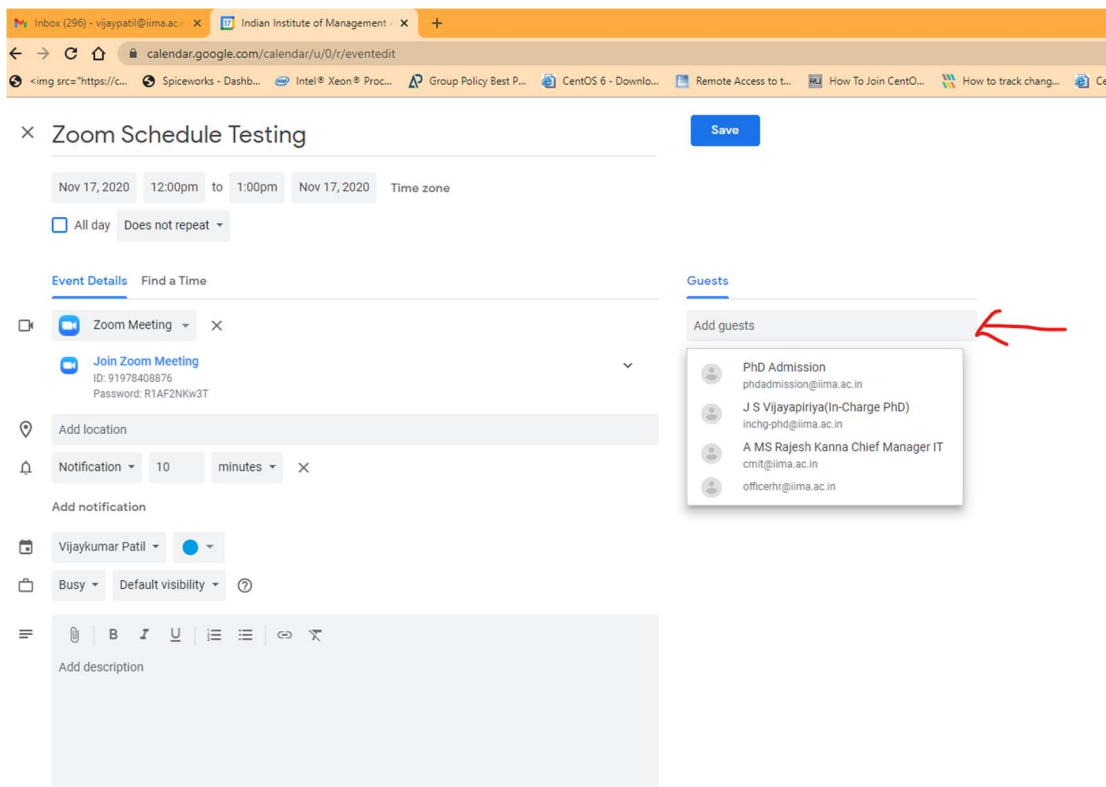


**Step - 12.** Provide details and click on More Option. Your zoom meeting automatically created and added to your Calendar event.





**Step - 13.** Click on Guest. To add the participant into Calendar, to share the event with them.



Zoom Schedule Testing

Nov 17, 2020 12:00pm to 1:00pm Nov 17, 2020 Time zone

☐ All day Does not repeat

**Event Details** Find a Time

☐ Zoom Meeting

**Join Zoom Meeting**  
ID: 91978408876  
Password: R1AF2NKw3T

**Notification** 10 minutes

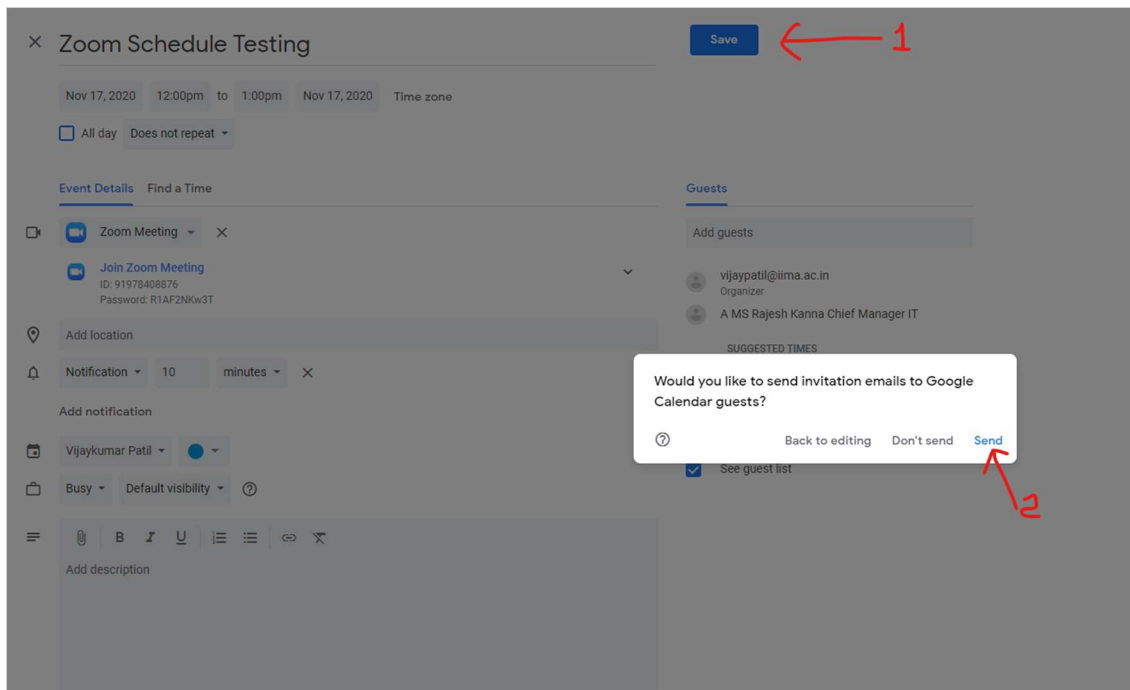
Add notification

**Guests**

Add guests

- PhD Admission  
phdadmision@iima.ac.in
- J S Vijayapiriyaa(In-Charge PhD)  
inchg-phd@iima.ac.in
- A MS Rajesh Kanna Chief Manager IT  
cmtit@iima.ac.in
- officerhr@iima.ac.in

**Step - 14.** Click on **Save** and then Send to send the invitation to the participants.



Zoom Schedule Testing

Nov 17, 2020 12:00pm to 1:00pm Nov 17, 2020 Time zone

☐ All day Does not repeat

**Event Details** Find a Time

☐ Zoom Meeting

**Join Zoom Meeting**  
ID: 91978408876  
Password: R1AF2NKw3T

**Notification** 10 minutes

Add notification

**Guests**

Add guests

vijaypatil@iima.ac.in  
Organizer

A MS Rajesh Kanna Chief Manager IT

**SUGGESTED TIMES**

Would you like to send invitation emails to Google Calendar guests?

☒ See guest list