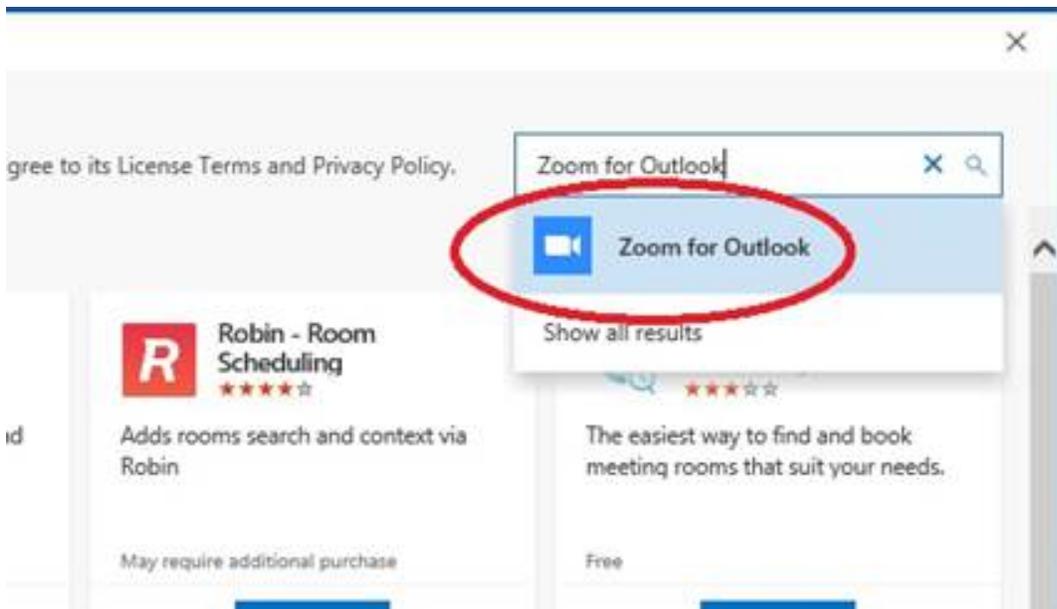


Schedule a Zoom Meeting without a Host Connecting First

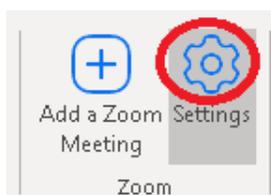
Open Outlook > Click on **Get Add-ins**



Search for Zoom for Outlook



Click **Settings** on your New Meeting window.



1. Enable everyone's Audio and Video
2. Check **Enable Join before Host**
3. Uncheck **Enable waiting room**.

Zoom ×

[Add Zoom Meeting](#)

Meeting ID

Generate Automatically
 Personal Meeting ID (PMI) 615-343-2905

Password

Require meeting password

Video

Host On
Participant On

Audio

Telephone
 Computer Audio
 Telephone and Computer Audio

[Dial from United States](#)
[Edit countries/regions](#)

Advanced Options

Enable join before host 5 minutes
before start time

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically on the local computer

Insert Zixve into existing meeting

Select a language for meeting invitation:
English

Alternative Hosts

Example: john@company.com,
[Hide](#)

Signed in as [Sign Out](#)