## Schedule a Zoom Meeting without a Host Connecting First

Open Outlook > Click on Get Add-ins

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File Home	e Send / Receive	Folder View He	elp Acrobat <sup>1</sup>	💡 Tell me wha	at you wa	nt to do			6	_	
New New	Schedule a Start Instant	Delete Archive	SReply ☐ Reply All □	- Guick	Move	Po Tags	Groups	, р Find	A) speech	Get	
Ernail Items * New	Meeting * Meeting * Zoom	Delete	Respond	Steps * Quick Steps 5				Ċ	(	Add-ins Add-ins	Ado e Ser

Search for Zoom for Outlook

gree to its License Terms and Privacy Policy.		Zoom for Outlook X Q	
	(	Zoom for Outlook	^
	Robin - Room Scheduling	Show all results	
ıd	Adds rooms search and context via Robin	The easiest way to find and book meeting rooms that suit your needs.	
	May require additional purchase	Free	

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) 615-343-290	05	
Password		
Require meeting password		
Video		
Host 🗾 On		
Participant 🗾 On		
Audio		
Telephone		
Computer Audio		
Telephone and Computer Audio	5	
Edit countries/regions		
Advanced Options		
Muto anticipasts upon entry		
enable watching room	he local	
existing Waiting Room Select a language for meeting invitation:		
English	~	
Alternative Hosts		
Example: john@company.com,	0	
Hide		~
Signed in as	Sign C	lut