

Scheduling made easy with Zoom Scheduler



Fernando Cruz
Unified Communications
Information Technology Services

Why Zoom Scheduler

01

Efficiency: Automates the scheduling process, saving time and reducing manual effort.

02

Integration: Seamlessly integrates with popular calendar apps like Google Calendar and Outlook.

03

User-Friendly: Easy to set up and use, with a straightforward interface that anyone can navigate.

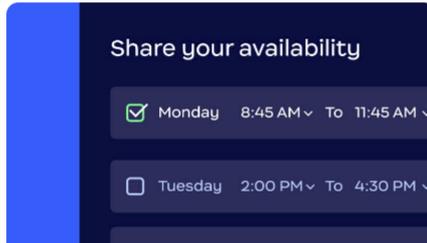
04

Easy scheduling: Zoom Scheduler makes it easier to share your availability and book appointments with people within USC & external contacts.

05

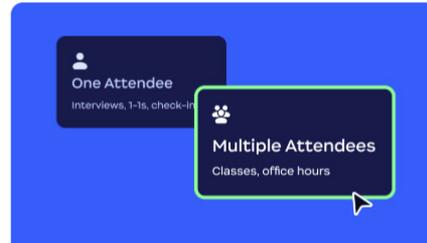
Cost-Effective scheduling: Zoom Scheduler serves as a replacement for Calendly and is available at no additional charge when using USC Zoom.

Get to know Zoom Scheduler



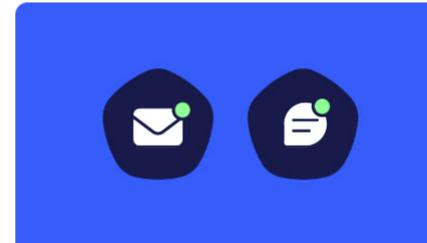
Schedule Availability

Share blocks of availability via a single link for easy distribution across your website, emails, texts, chats, and more.



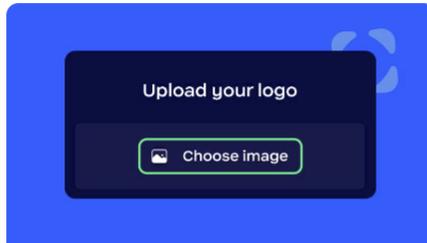
Number of Attendees

Select from one-to-one, one-to-many, or multi-person scheduling options to easily find a time that works for everyone.



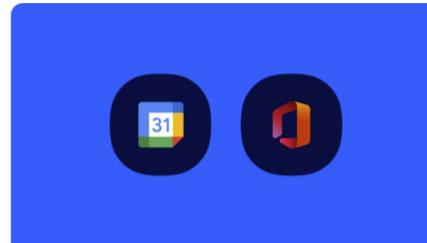
Confirmations & Reminders

Reduce the number of missed appointments with customizable confirmations and reminders; choose between email reminders or reminders sent via SMS.



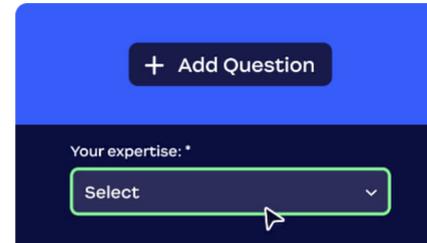
Custom Schedule Branding

Customize your appointment booking links and scheduling pages to reflect your brand.



Integrations

Streamline scheduling with embedded capabilities within Zoom Meetings, and Zoom Mail and Calendar, and Google and Microsoft 365 integrations.

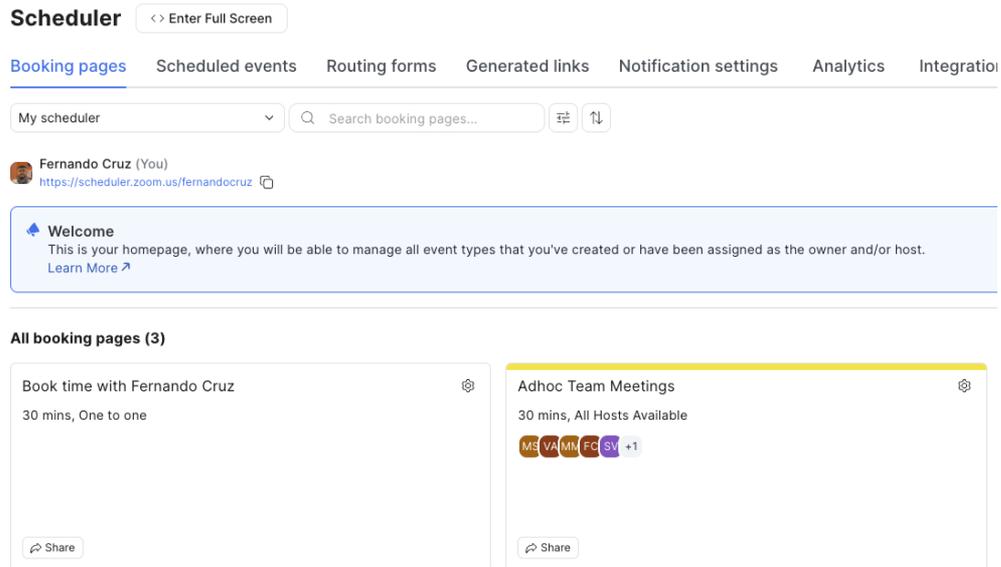


Attendee Information

Get a better understanding of who you're meeting with by using custom fields to collect attendee data during booking.

Zoom Scheduler – Booking Pages

- **Create a new Booking page** with the ability to share links to your booking schedules.
- **Select the type** type of schedule that you want to create.
 - Booking page
 - One-off meeting
 - Availability poll



The screenshot displays the Zoom Scheduler interface. At the top, there is a "Scheduler" header with a "Enter Full Screen" button. Below this is a navigation bar with tabs for "Booking pages", "Scheduled events", "Routing forms", "Generated links", "Notification settings", "Analytics", and "Integration". The "Booking pages" tab is active. A search bar labeled "Search booking pages..." is visible, along with a dropdown menu currently set to "My scheduler". Below the search bar, the user's name "Fernando Cruz (You)" and a profile picture are shown, along with a link to the user's scheduler page. A "Welcome" message is displayed, stating: "This is your homepage, where you will be able to manage all event types that you've created or have been assigned as the owner and/or host." Below the welcome message, there is a section titled "All booking pages (3)". Two booking pages are visible: "Book time with Fernando Cruz" (30 mins, One to one) and "Adhoc Team Meetings" (30 mins, All Hosts Available). The "Adhoc Team Meetings" page has a calendar icon and a "Share" button.

Creating a booking schedule

- **Create a schedule:** Select between 4 schedule types for your regular bookings:
 - **One to One:** Schedule a meeting with one attendee and you as the host. The attendee can add other guests when booking if the host allows.
 - **One to Many:** Schedule a meeting with multiple attendees and you as the host. The full attendee list will not be visible on the calendar invite.
 - **Any Host Available:** Schedule meetings with multiple team members in a rotating cycle, accommodating one attendee per booking.
 - **All Hosts Available:** Schedule meetings with multiple hosts, accommodating one attendee per booking.
- **One-Off meeting:** Host a meeting that falls outside your regular booking schedule.
- **Availability poll:** Create a one-time meeting after offering times for a vote.

Create a One-to-One booking page

- The **One to One** schedule allows you to create a booking schedule with one attendee and you as the host. The attendee can add other guest when booking (Host needs to allow)
- Zoom Scheduler leverages the Zoom Platform to connect users to their calendar, where they can generate slots of scheduled availability for attendees to then select a preferred time on both parties' calendars.



One to One

You as the host. Attendees can add other guests.
Ex: office hours, coffee chats, 1:1 interviews

★ Most popular


Powered by zoom

Fernando Cruz

One to One booking Page

One to one 30 mins Zoom Meeting

GMT-07:00 Pacific Time - Los Angeles

	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29	Sunday 30
No availability	9:00 AM	9:00 AM	9:00 AM	No availability	No availability	
	9:30 AM	10:00 AM	9:30 AM			
	10:00 AM	11:00 AM	10:00 AM			
	10:30 AM	11:30 AM	10:30 AM			
	11:00 AM	12:00 PM	11:00 AM			
	11:30 AM	12:30 PM	11:30 AM			
	12:00 PM	1:00 PM	12:00 PM			
	12:30 PM	1:30 PM	12:30 PM			
	1:00 PM	3:00 PM	1:00 PM			
	1:30 PM	3:30 PM	1:30 PM			
	2:00 PM		2:00 PM			
	2:30 PM		2:30 PM			
	3:00 PM		3:00 PM			
	3:30 PM		3:30 PM			

Create a One-to-Many booking page

- The **One-To-Many** schedule allows you to create a booking schedule with multiple attendees and you as the host. The full attendee list will not be visible on the calendar invite.



One to Many

Multiple attendees, you as the host.
Full attendee list will not be visible on the calendar invite


Powered by 

English •

 Fernando Cruz

One-to-many

 One to many 🕒 30 mins

📄 Zoom Meeting

(GMT-07:00) Pacific Time - Los Angeles

🌙 24 hr

March 2025							Today						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
23	24	25	26	27	28	1							
2	3	4	5	6	7	8							
9	10	11	12	13	14	15							
16	17	18	19	20	21	22							
23	24	25	26	27	28	29							
30	31	1	2	3	4	5							

Tuesday	Wednesday 26	Thursday 27	Friday 28	Saturday 29	Sunday 30	Monday 31	Tuesday 1	Wednesday 2	Thursday 3	Friday 4	Saturday 5
No availability	9:00 AM	9:00 AM	9:00 AM	No availability	No availability	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	No availability
	9:30 AM	10:00 AM	9:30 AM			9:30 AM	10:00 AM	9:30 AM	10:00 AM	9:30 AM	
	10:00 AM	11:00 AM	10:00 AM			10:00 AM	10:30 AM	10:00 AM	10:30 AM	10:30 AM	
	10:30 AM	11:30 AM	10:30 AM			10:30 AM	11:00 AM	10:30 AM	11:00 AM	11:00 AM	
	11:00 AM	12:00 PM	11:00 AM			11:00 AM	11:30 AM	11:00 AM	11:30 AM	11:30 AM	
	11:30 AM	12:30 PM	11:30 AM			11:30 AM	12:00 PM	11:30 AM	12:00 PM	12:00 PM	
	12:00 PM	1:00 PM	12:00 PM			12:00 PM	12:30 PM	12:00 PM	12:30 PM	12:30 PM	
	12:30 PM	1:30 PM	12:30 PM			12:30 PM	1:00 PM	12:30 PM	1:00 PM	1:00 PM	
	1:00 PM	2:00 PM	1:00 PM			1:00 PM	1:30 PM	1:00 PM	1:30 PM	1:30 PM	
	1:30 PM	3:00 PM	1:30 PM			2:00 PM	2:00 PM	1:30 PM	2:00 PM	2:00 PM	
	2:00 PM		2:00 PM			2:30 PM	2:30 PM	2:00 PM	2:30 PM	2:30 PM	
	2:30 PM		2:30 PM				3:00 PM	2:30 PM	3:00 PM	3:00 PM	
	3:00 PM		3:00 PM				3:30 PM	3:00 PM	3:30 PM	3:30 PM	
	3:30 PM		3:30 PM					3:30 PM			

Create a Team booking pages

Any Host Available

- The booking page assigns meetings to any team member based on their defined availability.
- Useful for support teams, HR interview panels, or general inquiries where any team member can handle the meeting.

All Hosts Available

- Requires all designated hosts to be available at the selected time for the meeting to be scheduled.
- Best for panel interviews, team discussions, or group consultations where multiple people must attend.

Team booking pages



Any Host Available

One attendee, one host. Team members will rotate as hosts.
Ex: a sales team representative rotating with new prospects

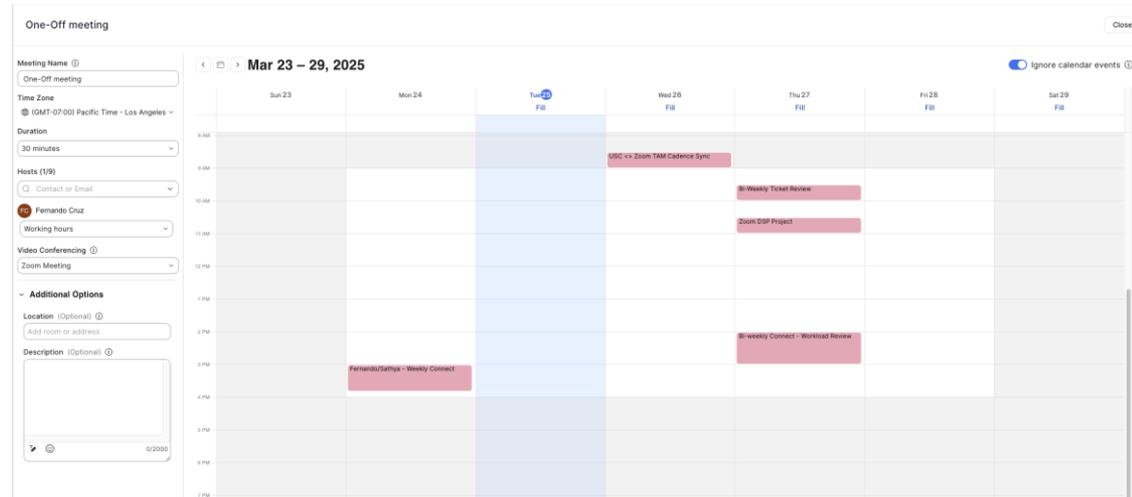


All Hosts Available

One attendee, multiple hosts. All hosts must be available.
Ex: portfolio review, seminar, webinars, etc

Create a Zoom Scheduler one-off meeting

- Organizers can designate a time slot for attendees to pick and block both of their calendars.
- A one-time meeting allows organizers to host a meeting that falls outside of their regular availability/schedule types.



One-Off meeting

Meeting Name

Time Zone

Duration

Hosts (1/9)

Fernando Cruz

Working hours

Video Conferencing

Additional Options

Location (Optional)

Description (Optional)

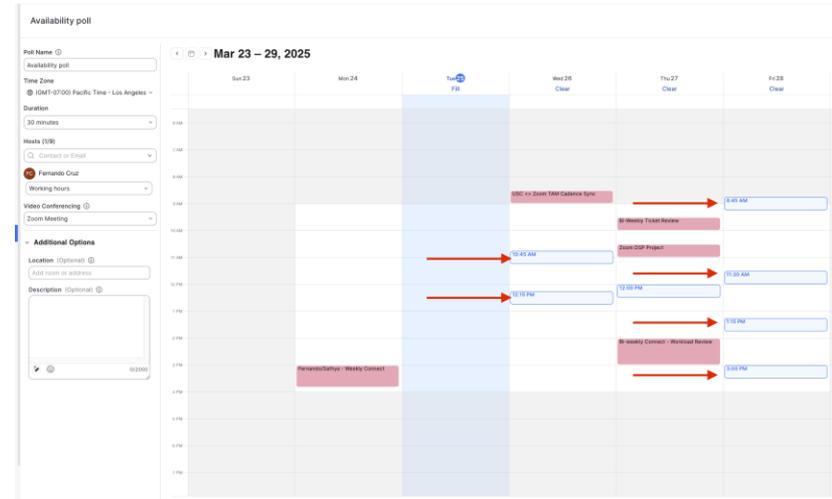
Mar 23 - 29, 2025

Calendar events:

- Mon 24: Fernando/Sathy - Weekly Connect (9:00 AM - 10:00 AM)
- Tue 25: (Blue highlighted slot 9:00 AM - 10:00 AM)
- Wed 26: USC - Zoom TAM Cadence Sync (9:00 AM - 10:00 AM)
- Thu 27: (Blue highlighted slot 9:00 AM - 10:00 AM)
- Thu 27: Bi-Weekly Ticket Review (10:00 AM - 11:00 AM)
- Thu 27: Zoom GSP Project (11:00 AM - 12:00 PM)
- Thu 27: Bi-weekly Connect - Workload Review (3:00 PM - 4:00 PM)

Create a Zoom Scheduler Availability poll

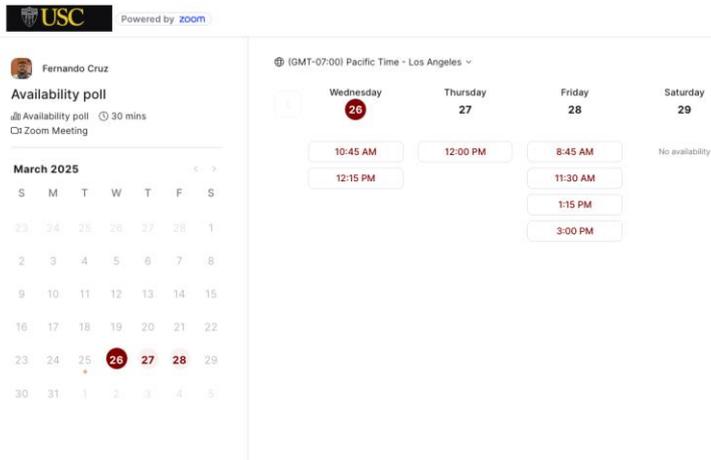
- Organizers can use the **Zoom Scheduler availability poll** feature to streamline scheduling by enabling participants to vote on their preferred meeting times.
- This tool is particularly useful for coordinating one-time meetings with large groups who have varying schedules.
- Once votes are collected, organizers can easily schedule the meeting at the most suitable time.



Create a Zoom Scheduler Availability poll (cont'd)

- You can share a Zoom Scheduler availability poll through email, chat, or any preferred method by copying and pasting the link to others.

- You can view poll results to find the best meeting time. Clicking 'Book this time' automatically sends invites to all votes and organizers.



USC Powered by zoom

Fernando Cruz

Availability poll
 Availability poll 30 mins
 Zoom Meeting

March 2025

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Wednesday 26
 Thursday 27
 Friday 28
 Saturday 29

10:45 AM
 12:00 PM
 8:45 AM
 11:30 AM
 1:15 PM
 3:00 PM

No availability



All schedules

Availability poll
 Availability poll 30 mins Zoom Meeting

View booking page

Hosts
 Timezone
 AmericanLosAngeles

Most Popular
 Friday, Mar 28, 2025 3:00 PM
 Voters
 Test3, Test3, Test4 test, Testing2 Test

Book this time

Poll results

Wednesday, Mar 26, 2025 15:45 AM
 Voters
 Book this time

Wednesday, Mar 26, 2025 12:15 PM
 Voters
 Test5, test5
 Book this time

Thursday, Mar 27, 2025 12:00 PM
 Voters
 Book this time

Friday, Mar 28, 2025 8:45 AM
 Voters
 Testing Testing
 Book this time

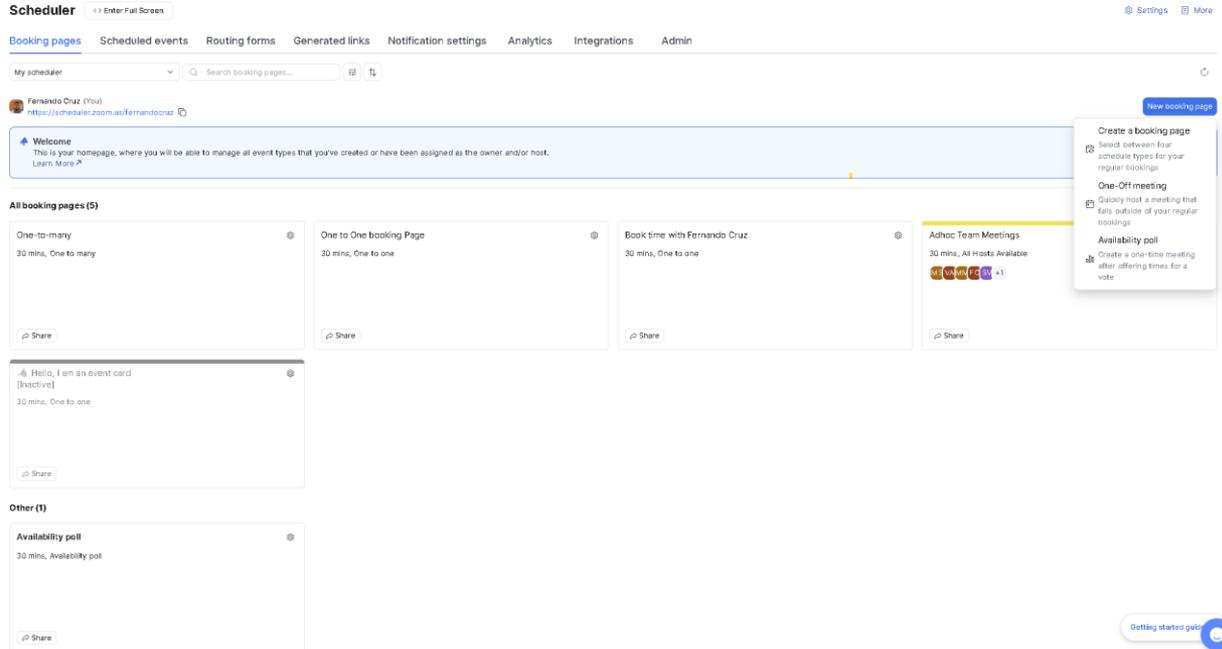
Friday, Mar 28, 2025 11:30 AM
 Voters
 Book this time

Friday, Mar 28, 2025 1:15 PM
 Voters
 Book this time

Friday, Mar 28, 2025 3:00 PM
 Voters
 Test3, Test3, Test4 test, Testing2 Test
 Book this time

How to create a Zoom Scheduler booking page

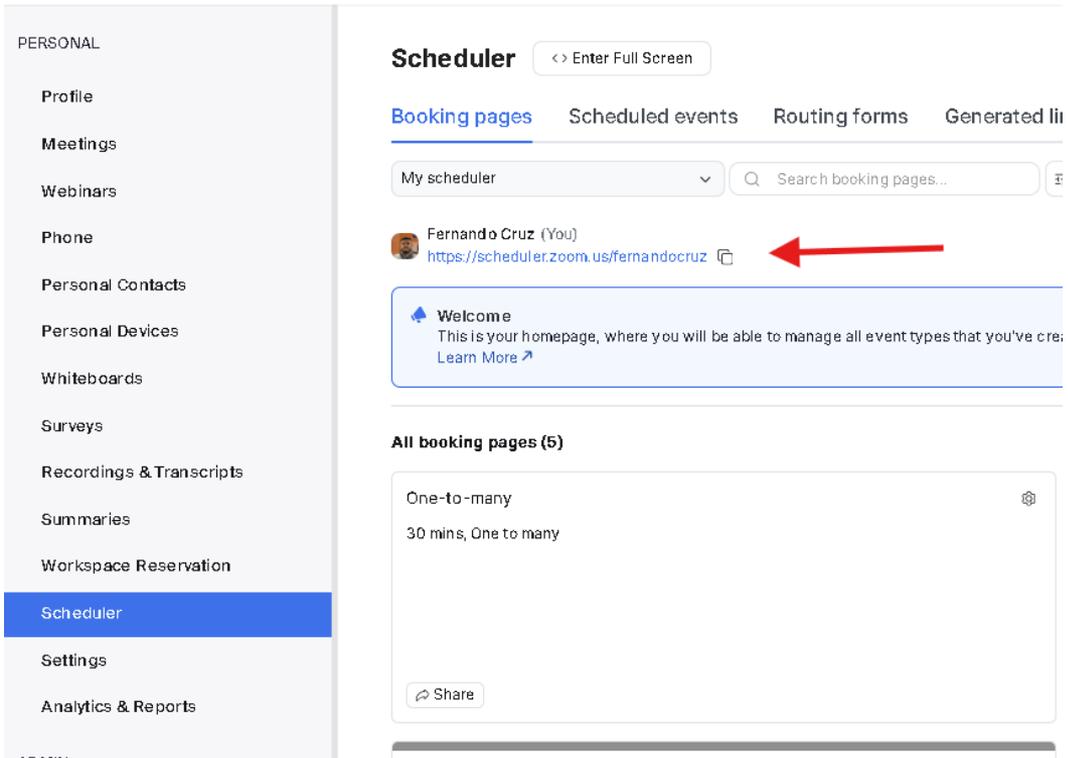
1. Access Zoom Scheduler
2. Connect your Calendar
3. Create a Booking Schedule
4. Customize your profile
5. Set appointment details
6. Share your booking link
7. Manage bookings



The screenshot displays the Zoom Scheduler interface. At the top, there's a navigation bar with tabs for "Booking pages", "Scheduled events", "Routing forms", "Generated links", "Notification settings", "Analytics", "Integrations", and "Admin". Below this, a search bar and a user profile for "Fernando Cruz" are visible. A "Welcome" message is shown, followed by a section titled "All booking pages (5)". This section contains five booking page cards: "One-to-many", "One to One booking Page", "Book time with Fernando Cruz", "Adhoc Team Meetings", and "Hello, I am an event card". Each card includes a "Share" button. A "New booking page" modal is open on the right, showing options like "Create a booking page", "One-Off meeting", and "Availability poll". A "Getting started guide" button is located in the bottom right corner.

How to share your Zoom Scheduler link

- 1. Zoom Scheduler:** Sign in to your Zoom account on the web portal or desktop client.
- 2. Navigate to Scheduler:** Click on the “Scheduler” tab in the navigation menu.
- 3. Create or select a Schedule:** If you haven’t already, create a booking schedule. If you have an existing schedule, select it.
- 4. Copy the link:** Once your schedule is set up, you will see an option to copy the booking link. Click on “Copy link”.
- 5. Share the Link:** Paste the copied link into an email, message, or any other communication platform to share it with your attendees.

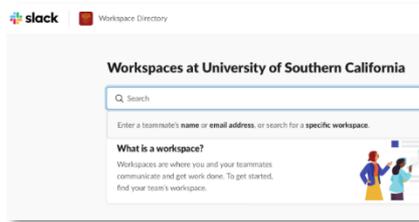


The screenshot displays the Zoom Scheduler interface. On the left is a navigation menu with the following items: PERSONAL, Profile, Meetings, Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Surveys, Recordings & Transcripts, Summaries, Workspace Reservation, Scheduler (highlighted in blue), Settings, and Analytics & Reports. Below this is the ADMIN section. The main content area is titled "Scheduler" and includes a "Enter Full Screen" button. It features tabs for "Booking pages", "Scheduled events", "Routing forms", and "Generated li". A dropdown menu shows "My scheduler" with a search bar for "Search booking pages...". Below this, the user profile for "Fernando Cruz (You)" is shown with a red arrow pointing to the copy icon next to the URL "https://scheduler.zoom.us/fernandocruz". A welcome message follows, stating "Welcome" and "This is your homepage, where you will be able to manage all event types that you've cre". Below the welcome message is a section titled "All booking pages (5)" containing a card for a "One-to-many" event with a duration of "30 mins, One to many" and a "Share" button.

Ready to the try USC Zoom Scheduler ?

Go to your workspace

<http://usc.zoom.us/>



01

Click “Sign in with your
USC NetID”



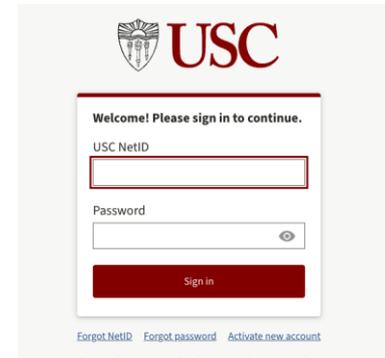
Video Conferencing



Made with Zoom

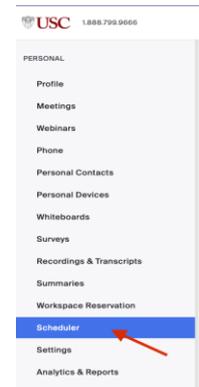
02

Shibboleth Into Slack

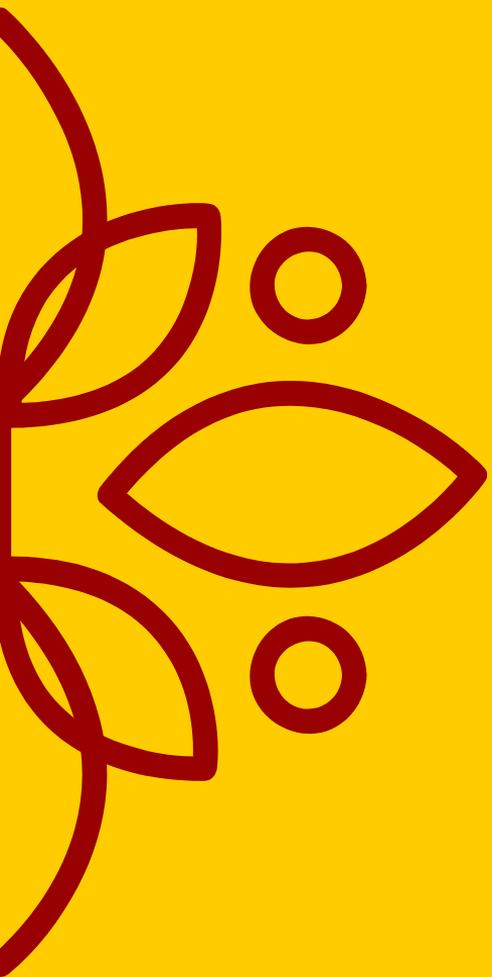


03

Access Zoom
Scheduler



04



Thank You!

Fight On!

Connect With USC ITS

