

Instructions for both Zoom Scheduler Browser Extension or the Zoom Google Calendar GSuite options depending on how you like to schedule your meetings.

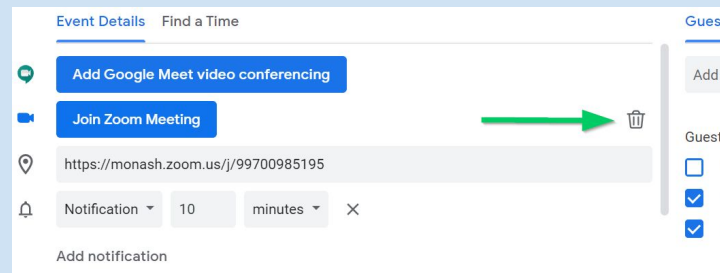
Navigate to your Google Calendar and select the entry you wish to edit. Select the “edit” pencil icon

Zoom Scheduler Browser Extension

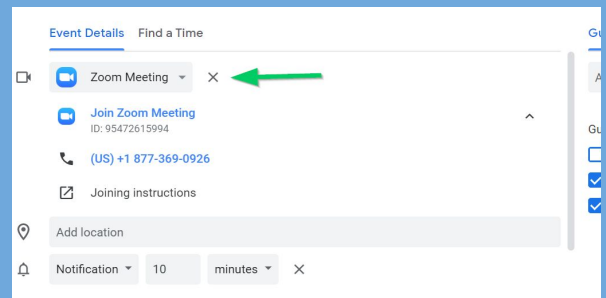
Zoom Google Calendar GSuite

Delete the existing Zoom Invite details

Select the *bin* icon

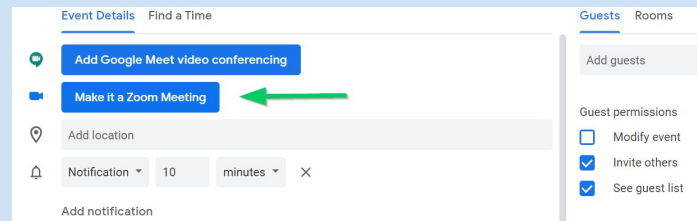


Select the **X** icon

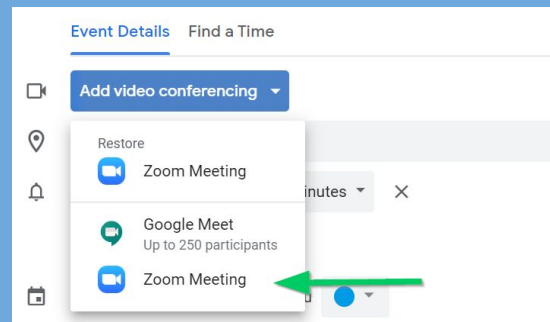


Recreate the Zoom Invite with passcode enabled

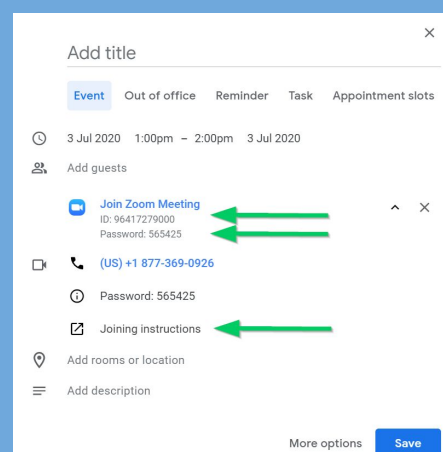
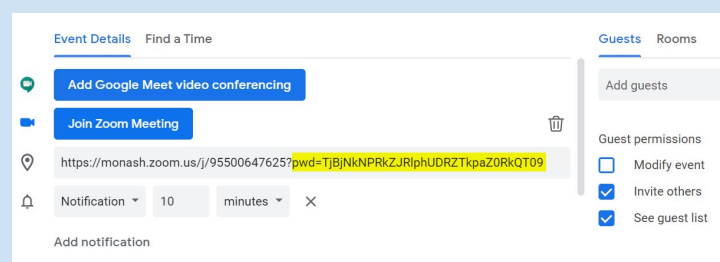
Select “Make it a Zoom Meeting”



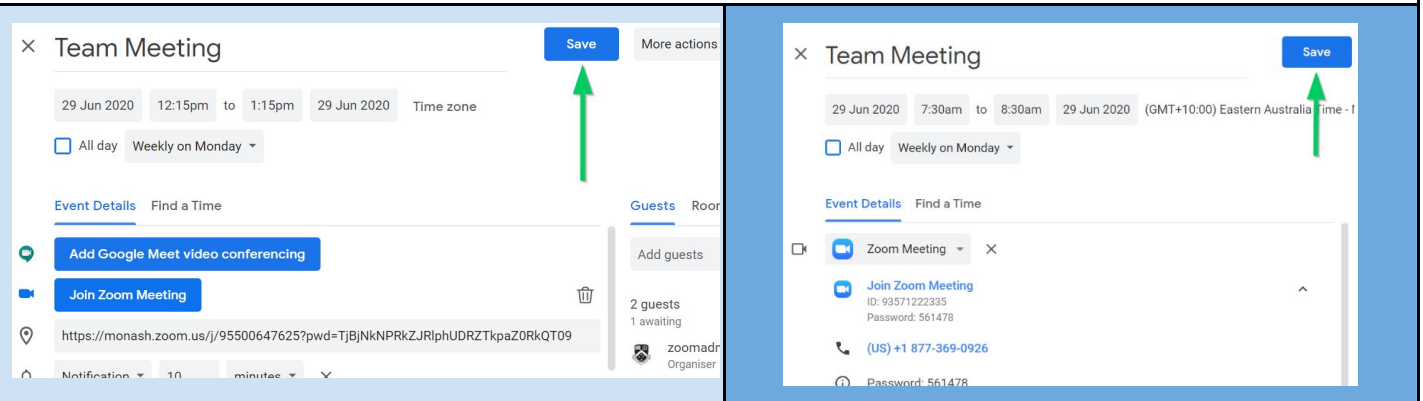
Select “Add Video Conferencing” and “Zoom Meeting”



The invite will now have the new Zoom details with passcode

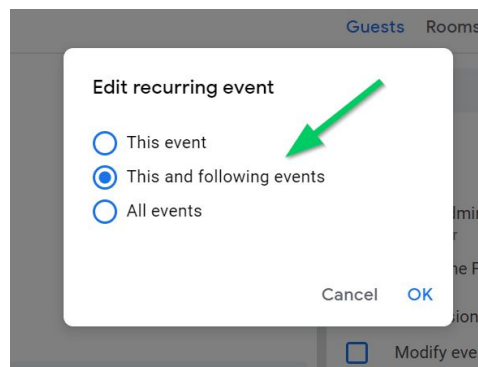


Ensure you click "Save" on your meeting entry



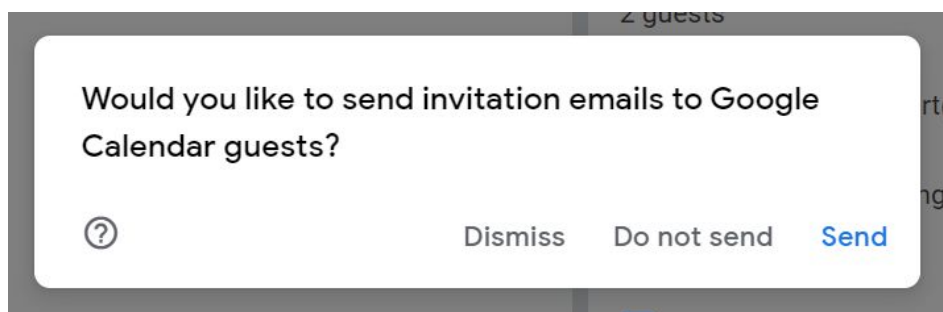
Two screenshots of the Google Calendar 'Team Meeting' edit screen. The left screenshot shows the 'Save' button highlighted with a green arrow. The right screenshot shows the 'Save' button highlighted with a green arrow and the meeting details, including a Zoom meeting link and passcode.

Ensure you apply your changes to "This and following events"



Screenshot of the 'Edit recurring event' dialog box. The 'This and following events' option is selected and highlighted with a green arrow.

Select whether you would like to send the guests an automatic email update - *Guests calendars will automatically populate with the new meeting ID and passcode even if you choose not to email them*



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

Dismiss Do not send Send