Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Follow this article to learn how to schedule a meeting, invite guests, and start a meeting you are hosting.

**Schedule a Meeting**

To schedule a meeting:
1. Launch the Zoom app on your computer.
2. Click Sign In with SSO and use your ObieID and password to sign in to Zoom.
3. Click on the Schedule icon.
4. Select your meeting settings.
   - **Start:** Instead of choosing a defined time for your meeting, check the “recurring meeting” box. This will allow you to reuse this meeting invitation. The meeting ID will remain the same for each session.
   - **Calendar:** Select Other Calendars so you can copy and paste the scheduled meeting information such as date, time, and meeting URL.

**Invite Guests**

To invite guests to a meeting:
1. Use the instructions above to schedule a meeting.
2. Click Schedule.
3. Copy the meeting invitation.
4. Paste the copied meeting invitation into a calendar event or send it to your meeting attendees via email.

**Start a Scheduled Meeting**

If you are the meeting host and need to start or join a scheduled meeting, you can start the meeting from the Zoom app for Mac, PC, Linux, Android or iOS. You can also start a meeting by phone as the host using your host key.

To start a meeting using the desktop app:
1. In the Zoom app, click Meetings.
2. Under the Upcoming tab, select the meeting you want to start. Additional options will appear.
3. Click Start.