

Zoom Scheduler

Broward College Faculty Quick Guide

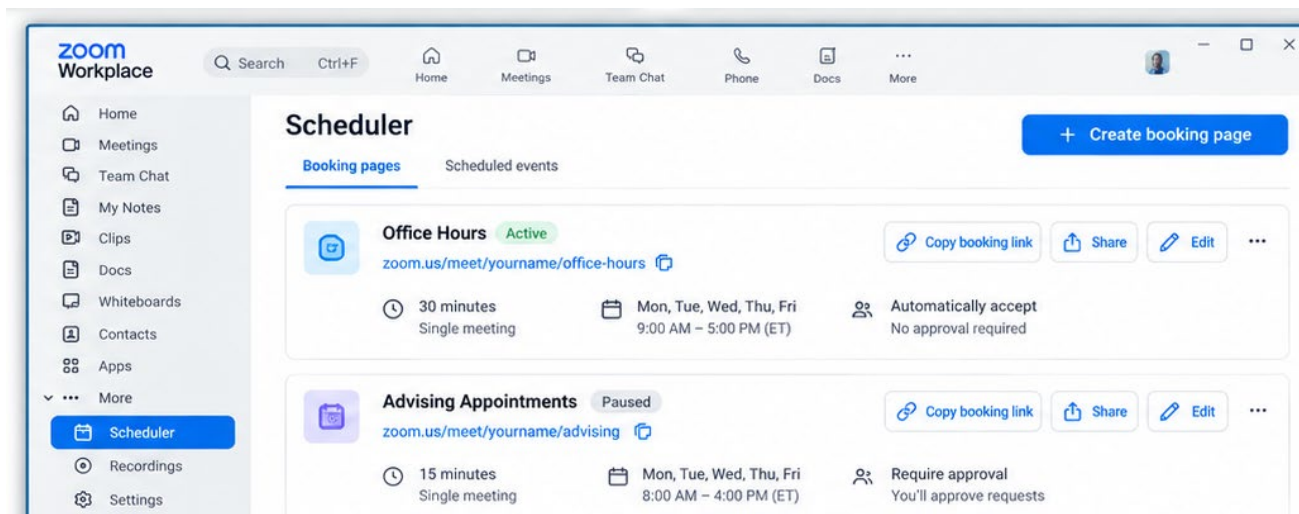
What is Zoom Scheduler? Zoom Scheduler is an appointment-booking tool. Faculty can share a booking link so students or colleagues can select an available time without exchanging multiple emails. Scheduler can use a connected calendar to help prevent double-booking.

Scheduler vs. Schedule a Meeting

- Use Zoom Scheduler when you want someone else to choose from times you make available.
- Use Schedule a Meeting when you already know the meeting date and time.
- Scheduler availability depends on Broward College licensing, account settings, and supported calendar connections.

Create a Booking Page

1. Open Zoom Workplace and select More > Scheduler.
2. Select Create booking page.
3. Choose the available booking type, such as a one-to-one appointment.
4. Enter a clear title, such as Office Hours or Faculty Consultation, and select the meeting duration.
5. Choose the meeting location, such as Zoom.
6. Set the days and times you want to make available.
7. Review the booking settings, save the page, and copy the booking link.



Example Zoom Scheduler screen shown for instructional purposes. Your Broward College Zoom screen may vary.

When Someone Books

- Scheduler displays eligible times based on your configured availability and connected calendar.

- A booked appointment is added to the calendar and the time becomes unavailable to other people viewing the booking page.
- When Zoom is selected as the meeting location, the appointment can include a Zoom meeting link.
- Review upcoming appointments from Scheduler > Scheduled events.

Faculty Uses

- Offer student office-hour appointments.
- Schedule one-to-one consultations or advising conversations when appropriate.
- Allow colleagues to book training or project-support time.
- Create a temporary booking page for a specific project or event.

Tip: Before sharing your booking link, verify your time zone, connected calendar, meeting duration, availability, and buffer time between appointments.

Quick Reference

Task	What to Do
Open Scheduler	Zoom Workplace > More > Scheduler
Create availability	Create booking page and set available times
Share	Copy the booking-page link
Review appointments	Scheduler > Scheduled events
Pause bookings	Disable/pause the booking page when available