

Use the Zoom Scheduler Plugin in Chrome and Firefox

Stephanie Obodda - 2021-03-16 - Comments (0) - Zoom Scheduling

The Zoom plugin lets you quickly host or schedule meetings in Zoom. *Please note* that you need the **app** (not just the plugin) installed to host or join meetings; installation instructions are our [Get Started with Zoom](#) article.

After installing the extension and logging in, you will be able to:

- Click a button to schedule a meeting.
- Click a button to start a meeting immediately.
- Add Zoom meetings to calendar events from Google Calendar. (Note: your Zoom conference will not be updated if you move or cancel the calendar event; you should reschedule the conference in Zoom as well. See our article [Zoom and Google Calendar](#) for details.)

Install and Use the Plugin in Chrome

1. Open the Chrome browser.
2. Visit the [Zoom Scheduler for Chrome](#) link.
3. Click Add to Chrome (top right) and follow prompts to add the extension.
4. Click the Puzzle Piece icon to pin the Zoom Scheduler extension (blue video camera) to your extension list.
5. Click the blue video camera icon on the top right of Chrome.
6. Choose Sign In with SSO and enter your Brown email address.
7. Zoom will redirect you to a Brown login screen; enter your Brown username and password.

To use the plugin, see Zoom's article [How to Use the Zoom Chrome Extension](#).

Install the Plugin in Firefox

1. Open the Firefox browser.

2. Visit the [Zoom Scheduler for Firefox](#) link.
3. Click Add to Firefox button and follow prompts to add the extension.
4. Click the blue video camera icon on the top right of Firefox.
5. Choose Sign In with Google and log in with your Brown email address and Google password.

To use the plugin, see Zoom's article [How to Use the Zoom Firefox Add-On](#).

Display Scheduling Options Each Time

By default, the meeting will be scheduled with the options that you used for your last meeting. However, you can have the scheduling options appear each time.

Click the extension icon next to your address bar.

Click the gear icon.

Check one of the following options:

Require Meeting Password: Manually Input Each Time

Schedule for: Allow me to choose each time

Alternative host: Allow me to choose each time

The scheduling options will now appear each time you choose Make it a Zoom Meeting.

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1. Click the extension icon next to your address bar.
2. Click the gear icon.
3. Check one of the following options:
 - **Require Meeting Password:** Manually Input Each Time
 - **Schedule for:** Allow me to choose each time
 - **Alternative host:** Allow me to choose each time

Zoom Schedule Options

Meetings

Personal Audio Conference

Video

Host

☐ On ☒ Off

Participant

☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Options

☒ Require meeting password

☐ Random password ☒ Manually input password

☐ Enable join before host

☐ Mute participants upon entry

☐ Use Personal Meeting ID

☐ Record the meeting automatically

☐ List in the Public Event List

Schedule For

Myself

☒ Allow me to choose each time

Alternative hosts

Example: john@company.com; peter@school.edu

☒ Allow me to specify each time

Save Changes

Cancel

4. The scheduling options will now appear each time you choose **Make it a Zoom Meeting**.

Related Content

- [Get Started with Zoom Web Conferencing](#)
- [Zoom and Google Calendar](#)
- [Zoom Web Conferencing FAQ](#)
- [Transition from WebEx to Zoom Web Conferencing](#)
- [Use Zoom for an Audio Bridge Line](#)