

Zoom for Outlook Web Add-In

You can install the Zoom for Outlook add-in for your own use.

1. Go to Zoom for Outlook in the Microsoft Add-In page.

(<https://appssource.microsoft.com/en-us/product/office/WA104381712?tab=Overview>)

2. Click Get It Now.



Apps > **Zoom for Outlook**

Zoom for Outlook
Zoom Video Communications, Inc

★★★★★ 3.9 (168)

Overview [Reviews](#)

GET IT NOW

Pricing
Additional purchase may be required

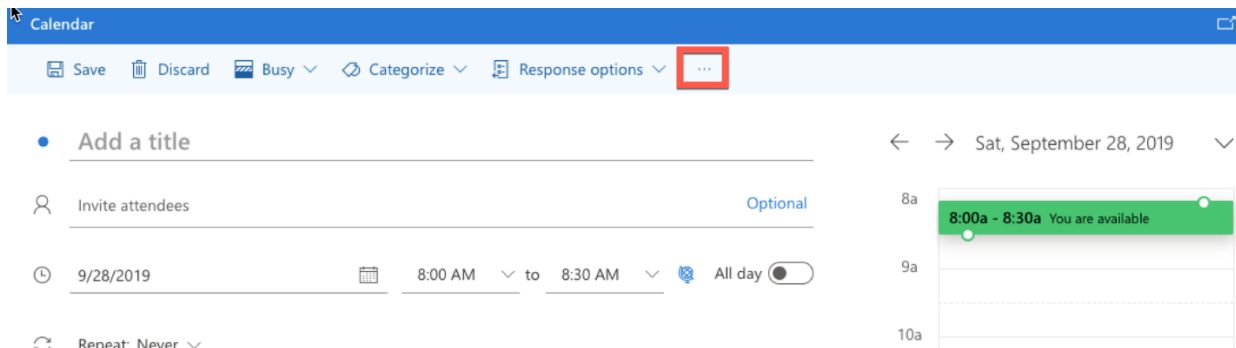
Add a Zoom meeting to any Outlook calendar event.

Easily schedule and Zoom meetings to any Outlook calendar event. This add-on requires a Basic(free) or Pro account from Zoom.us. Sign up for free at zoom.us.

3. Follow the Microsoft App Store prompts, to complete the installation.

Scheduling a meeting

1. Open your Outlook web calendar and click New to create a new calendar event.
2. Enter meeting details like the title, location, and guest list.
3. Click the three dots in the top toolbar. You will see the Zoom sidebar open, prompting for your Zoom credentials.



Calendar

Save Discard Busy Categorize Response options ...

• **Add a title**

Invite attendees [Optional](#)

9/28/2019 8:00 AM to 8:30 AM All day

Repeat: Never

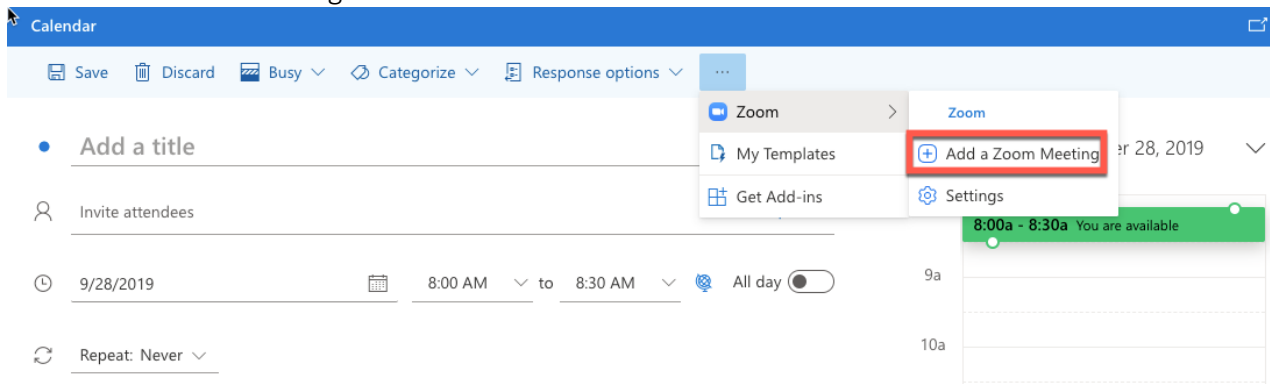
8a 8:00a - 8:30a You are available

9a

10a

4. Click Zoom

5. Click Add a Zoom Meeting

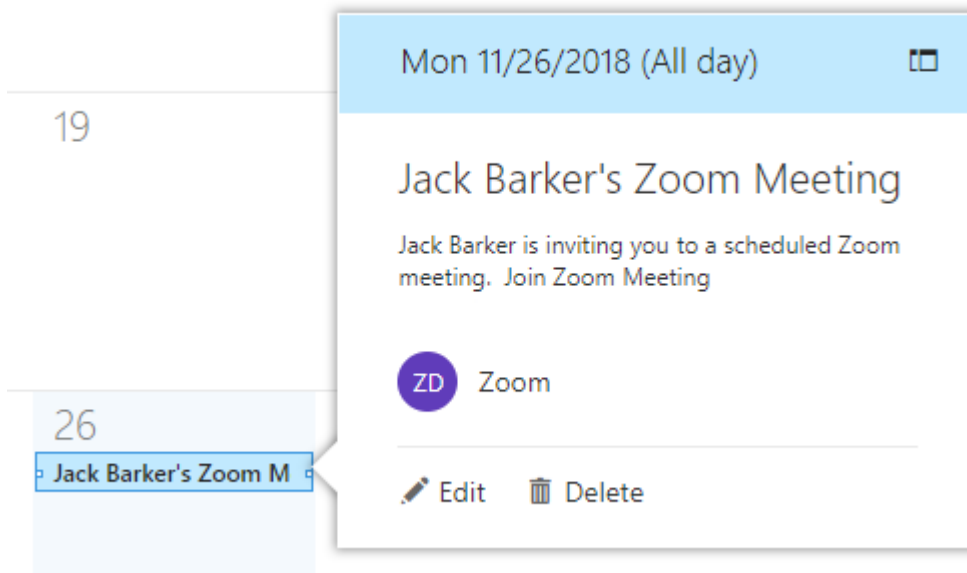


6. Sign in to your Zoom account. If you are already signed in to the Zoom web portal, it will log you in automatically.

Note: The meeting settings will automatically populate with your default settings in your Zoom web portal.

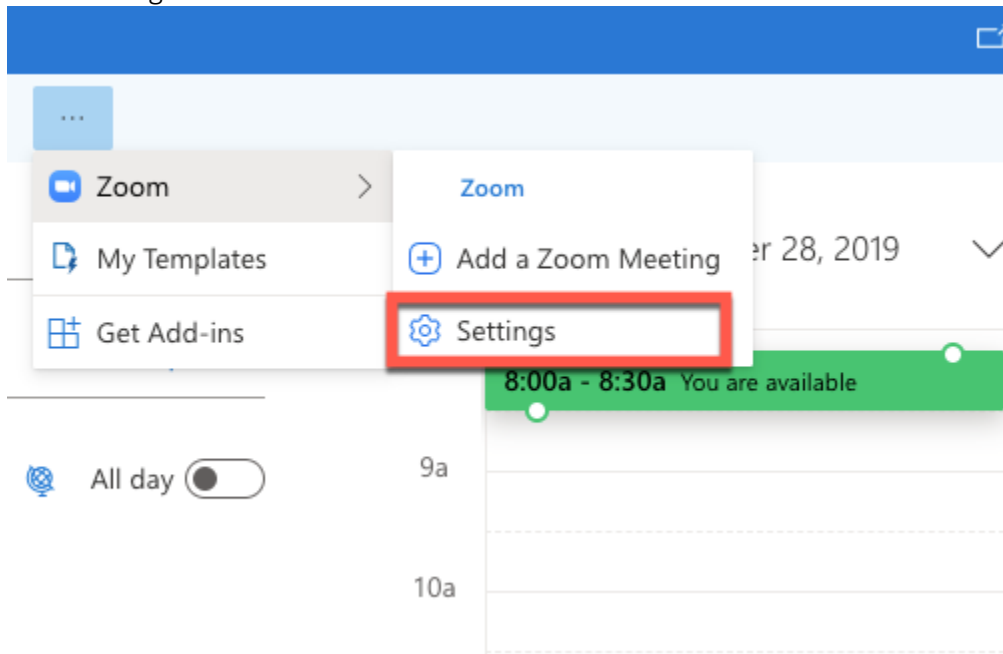
Viewing and editing meetings

1. Open your Outlook Web Calendar.
2. Click on a Zoom meeting, and click Edit.



3. Click the three dots in the top toolbar. Sign in to your Zoom account if prompted.
4. Click Zoom

5. Click Settings



Change your meeting options and click Update to apply the changes.

Tip: Click Load default settings to load your default settings found in your Zoom web portal.