Integrate Zoom into Outlook Email for Quick Zoom Meeting Scheduling

Quick Install Guide

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ADD IN ZOOM TO OUTLOOK

1. In Outlook at the top right look for the three dots: ... and click on the dots:

2. Scroll down in the list until you see Get Add-ins. Select Get Add-ins:
3. In the window that appears, in the search box at the top right type `zoom` and press return/enter.

4. In the next window click on `Add`.

5. You may see this window. Click on the X at the top right to close the window.
CREATE A NEW EVENT/MEETING AND SETUP ZOOM FOR THE MEETING

1. **Click** on **New Event** at the top left of Outlook Calendar. Then **Click** on the **Zoom** icon at the top:

   ![New event]

   ![Calendar]

   **FIRST TIME THROUGH USE STEPS 2 THROUGH 5 OTHERWISE GOT TO STEP 6**

2. **Click** on **Settings**:

   ![Zoom]

3. **Do not Sign up for Zoom** within these settings. Follow the instructions for obtaining a Zoom account here:

   [https://ets.fhda.edu/getting-help/staff/_documents/_zoom/zoom.html](https://ets.fhda.edu/getting-help/staff/_documents/_zoom/zoom.html)
4. **Log in** with the account ID and password you set up for zoom. **Click** on the box next to **Stay signed in** for the **check mark** to appear. **Click** on **Sign In**:
5. The window below will open. You should see your name at the bottom left and the *Sign Out* button at the bottom right. *DO NOT SIGN OUT.* In here you *set your desired standard settings* when you set up a zoom meeting within Outlook. Click on *Show* below *Advance Options* to set Advanced Options (*see below*).

5.a. When you have completed making changes click the **Update** button and a notification message window will appear (*see below*).

5.b. Now close the **Settings** window by clicking on the **X** at the top right.
Click the X to close this notice window:

6. **Set the Day and Time for your meeting, FIRST.**

7. Under the **Zoom icon**, **Click on Add a Zoom Meeting**:
8. A zoom meeting for the day and time will be added to your meeting:

Sharon Luciw’s Zoom Meeting

Invite attendees Optional

3/15/2020 3:00 PM to 3:30 PM All day

Repeat: Never

https://zoom.us/j/313007393?pwd=5kICUl3oST3dNmpza2t2ZIN...

Teams meeting

Remind me: 15 minutes before

Sharon Luciw is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://zoom.us/j/313007393?pwd=5kICUl3oST3dNmpza2t2ZINw

Meeting ID: 313 007 393
Password: 637667

One tap mobile
+1669006833 US (San Jose)
+13462487799 US (Houston)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 646 558 6556 US (New York)
+1 253 215 6782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)

Meeting ID: 313 007 393
Find your local number: https://zoom.us/u/aed33lagln

9. Click on Save at the top left: