

Below are the following steps to install the Outlook plugin for Zoom. This will allow you to create scheduled Zoom meetings from within Outlook.

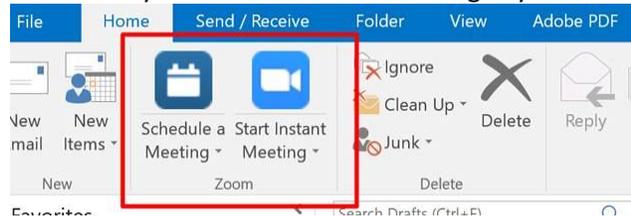
Step 1: Go to the Zoom Download Page

https://zoom.us/download#client_4meeting

Step 2: Download “**Zoom Client for Meetings**” (first download on the page) and install. After the install, you will need to sign in with your Zoom Account. After that, you can close the program. It will continue running in the task bar by the clock.

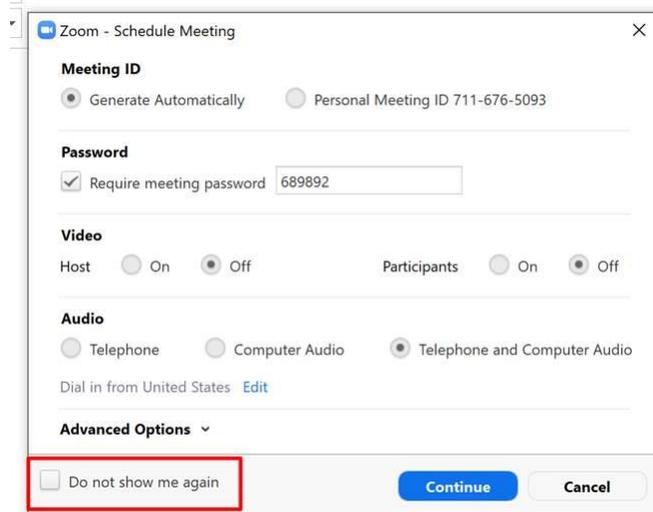
Step 3: Download “**Zoom Plugin for Microsoft Outlook**” and install. This is the second item down on the Zoom download page. If you had Outlook open during the install you will need to close Outlook and open it up again for the plugin to load.

In Outlook you should see the following in your toolbar.



If you click on “Schedule a Meeting”, a normal Outlook Meeting Invite will open with the Zoom meeting information in the body of the message. From here just go ahead and schedule the meeting like normal.

** The first time this is used you will see the following dialog box:



If these default settings look fine then you can check the box in the lower left corner to “not show again.”

Let I.S. know if you have any additional questions.

