Zoom Plugin – Microsoft Outlook

The Zoom Microsoft Outlook plugin is designed to make scheduling a meeting in Microsoft Outlook quick and convenient. The plugin allows you to schedule and start instant Zoom meetings, as well as make existing meeting events Zoom meetings.

1. **Downloading Zoom Plugin for Microsoft Outlook**
   a. On your desktop computer or laptop, visit Zoom's download center: **https://zoom.us/download**
   b. Under **Zoom Plugin for Microsoft Outlook**, click **Download**
   c. Click **Save File** on the pop up window
   d. On the top right corner of the browse, click on the **down blue arrow**
   e. Double click on the **ZoomOutlookPluginSetup** to begin download, follow the prompts
   f. Once download is complete, close Microsoft Outlook and reopen

2. **Schedule, Join or Start an Instant Zoom Meeting via Outlook Application**
   a. **Schedule a Meeting**
   b. Once in Outlook, under **Home tab** click on the **Schedule a Meeting Icon**
      i. **If NOT signed in to ZOOM** – the *Sign in Zoom window* will pop up
         1. **Join a Meeting:** Click to join a meeting without Signing in to Zoom, <u>MUST</u> have the Meeting ID
         2. **Sign In**: Click to schedule a new meeting
            a. Click on **Sign in with SSO,** enter *ccny*.zoom.us
            b. Enter CCNY email credentials
            c. Under the **Home tab** click on **Schedule**
            d. Select desired settings *(Topic, Meeting ID, Password, Video, Audio, Calendar Advanced Options)*
            e. Click on **Schedule**
            f. The Oulook Meeting calender page will pop up, enter the recipients you would like to invite to the meeting
            g. Click **Send**
      ii. **If signed in to Zoom**, the *Zoom – Schedule Meeting* window will pop up
         1. Select desired settings *(Meeting ID, Meeting Password, Video, Audio, Advanced Options)*
         2. Click **Continue**
         3. The invitation will automatically fill in with details
         4. Click at the top of the calender invite **Save & Close**

3. **Making an existing event a Zoom Meeting**
   a. Open an existing calendar event in Outlook
   b. Under the **Appointment** tab click on **Schedule A Meeting**
      i. Select desired settings *(Meeting ID, Meeting Password, Video, Audio, Advanced Options)*
   c. Click **Continue**
   d. The invitation will automatically fill in with details
   e. Click at the top of the calender invite **Save & Close**

4. **Start Instant Meeting –** Allows you to start an unscheduled instant meeting