

Zoom

Zoom Plugin for Microsoft Outlook Desktop Client (Mac)

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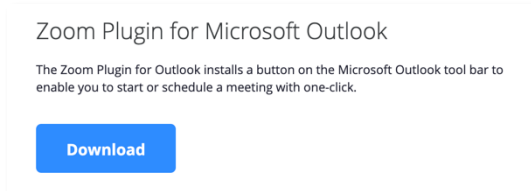
Zoom Plugin for Microsoft Outlook Desktop Client (Mac)

The Zoom Microsoft Outlook Plugin allows you to quickly and conveniently schedule and start instant Zoom meetings, as well as make existing meeting events Zoom meetings.

Download the Zoom Microsoft Outlook Plugin

1. Go to <https://etsu.zoom.us/download>

2. Click the **Download** button for **Zoom Plugin for Microsoft Outlook**.



3. After the download is complete, run the file and follow the install wizard to complete the installation. You may need to restart your Outlook desktop client before using the plugin.

Locating the Zoom Plugin in Microsoft Outlook Desktop Client (Mac)

1. Open **Microsoft Outlook** desktop client.



2. The **Zoom Plugin** button will appear:
a. In your Outlook **Home** toolbar.

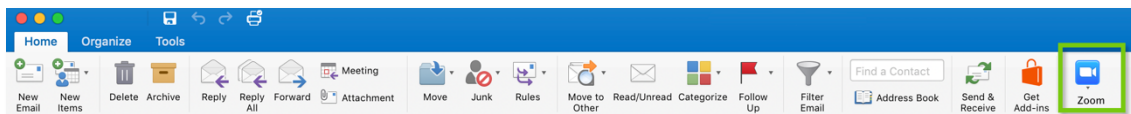


Figure 1 - Microsoft Outlook for Mac - Home

b. In your Outlook **Calendar** toolbar.

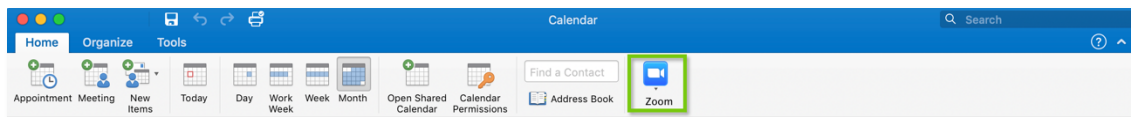


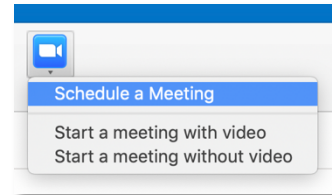
Figure 2 - Microsoft Outlook for Mac - Calendar

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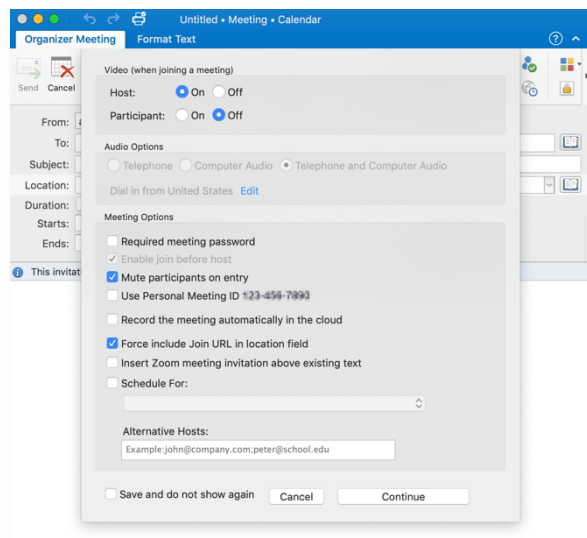
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Schedule a Meeting with Zoom Microsoft Outlook Plugin (Mac)

1. Click the **Zoom** button.
2. Choose **Schedule a Meeting**.

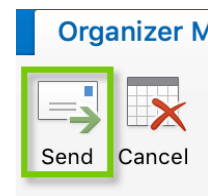


3. A new Outlook meeting window will open and the Zoom settings window will appear. Adjust your settings as needed.



4. Click **Continue**.
5. The Zoom meeting invitation including the meeting ID, a clickable join link, and optional telephone numbers will be added to your Microsoft Outlook meeting. You can now **add email addresses** of your desired attendees and choose the date and time.

6. After having included the invite recipients' email addresses and choosing the meeting time, click **Send**.



7. The invitation will be emailed to attendees and the Zoom meeting will be added to your Outlook calendar. When your attendees accept the invitation, the Zoom meeting will also be added to their Outlook calendar.

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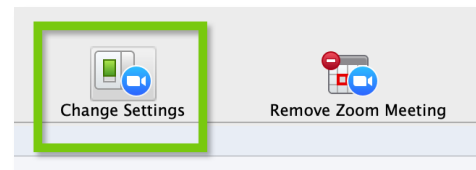
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Change Zoom Meeting Settings (Mac)

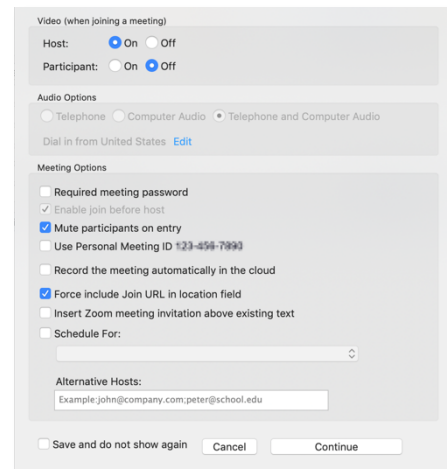
1. Navigate to your Outlook calendar.
2. Locate the Zoom Meeting in your calendar.
Double Click or **Right Click** to open the invitation details.



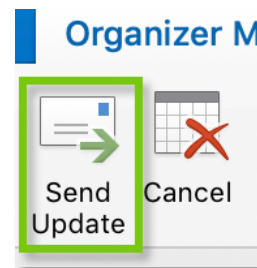
3. Select the **Change Settings** button located at the top of the invitation window.



4. The Zoom settings window will appear.
Adjust your settings such as:
 - Set Host and/or Participant video to be On/Off when initially joining the meeting.
 - Choose whether to require a password.
 - Mute Participant mics upon entry.
 - Use PMI or temporary meeting ID
 - Record automatically as soon as 1st participant enters meeting.
 - Add Join URL to Meeting Location line.
 - Schedule on behalf of others (with permission)
 - Alternative Hosts



5. Click **Continue**.
6. Click **Send Update** to provide attendees the revised meeting details.



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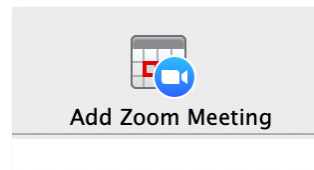
Add a Zoom Meeting to Existing Outlook Meeting (Mac)

1. Navigate to your Outlook calendar.

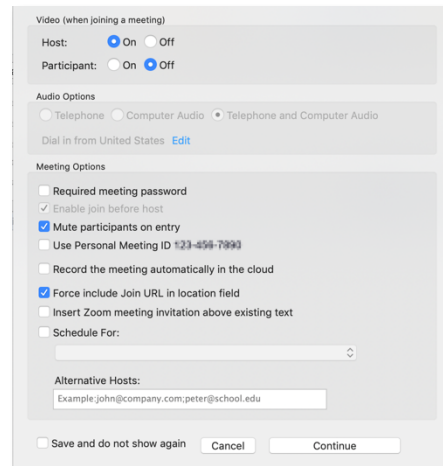


2. Locate the existing Outlook Meeting in your calendar.
Double Click or **Right Click** to open the invitation details.

3. Select the **Add Zoom Meeting** button located at the top of the invitation window.



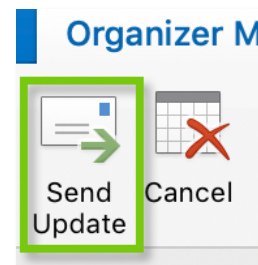
4. The Zoom settings window will appear.
Adjust your settings as needed.



5. Click **Continue**.

The Zoom meeting invitation including the meeting ID, a clickable join link, and optional telephone numbers will be added to your Microsoft Outlook meeting.

6. Click **Send Update** to provide attendees the revised meeting details.



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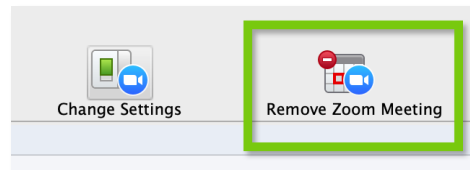
Remove a Zoom Meeting (Mac)

1. Navigate to your Outlook calendar.



2. Locate the Zoom Meeting in your calendar.
Double Click or **Right Click** to open the invitation details.

3. Select the **Remove Zoom Meeting** button located at the top of the invitation window.



4. The Zoom meeting will be removed from the Outlook meeting invitation and a cancellation email will be sent.