## 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
- Click the Download button for Zoom Plugin for Microsoft Outlook.

Zoom Plugin for Microsoft Outlook							
The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.							
Download							

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.

	) 🗌 S Ə 🛱				Calendar			Q Search			
Home	Organiz	е То	ols								? ^
°_	°	2 · ·					0-	<b>_</b>	Find a Contact		
Appointment		New Items	Today	Day	Work Week	Week Month	Open Shared Calendar	d Calendar Permissions	Address Book	Zoom	

Figure 2 - Microsoft Outlook for Mac - Calendar



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Zoom Plugin for Microsoft Outlook Desktop Client (Mac)

### Schedule a Meeting with Zoom Microsoft Outlook Plugin (Mac)

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

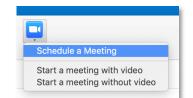
added to your Microsoft Outlook meeting. You can now **add email addresses** of your desired attendees and choose the date and time.

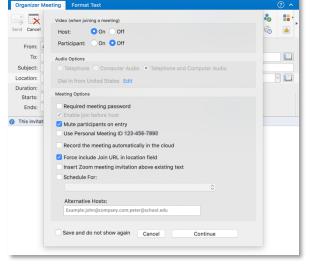
 After having included the invite recipients' email addresses and choosing the meeting time, click Send.



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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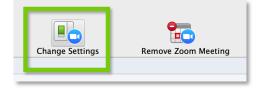


## Zoom Plugin for Microsoft Outlook Desktop Client (Mac)

### Change Zoom Meeting Settings (Mac)

- 1. Navigate to your Outlook calendar.
- 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.
- 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.





Video (when joining a meeting)
Host: On Off
Participant: On Off
Audio Options
Telephone      Computer Audio      Telephone and Computer Audio
Dial in from United States Edit
Meeting Options
Required meeting password  Required meeting password  Mute participants on entry  Use Personal Meeting 10 123 454-7693  Record the meeting automatically in the cloud
Force include Join URL in location field Insert Zoom meeting invitation above existing text Schedule For:
٥
Alternative Hosts:
Example:john@company.com;peter@school.edu
Save and do not show again Cancel Continue



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Zoom Plugin for Microsoft Outlook Desktop Client (Mac)

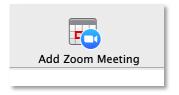
### Add a Zoom Meeting to Existing Outlook Meeting (Mac)

- 1. Navigate to your Outlook calendar.
- Locate the existing Outlook Meeting in your calendar.
   Double Click or Right Click to open the invitation details.
- Select the Add Zoom Meeting button located at the top of the invitation window.
- 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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### Zoom Plugin for Microsoft Outlook Desktop Client (Mac)

### Remove a Zoom Meeting (Mac)

1. Navigate to your Outlook calendar.



- Locate the Zoom Meeting in your calendar.
   Double Click or Right Click to open the invitation details.
- Select the Remove Zoom Meeting button located at the top of the invitation window.

Change Settings	Remove Zoom Meeting

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



