

Zoom

Outlook Add-In

Introduction

Zoom allows you to install an add-in into **Outlook on the Web** and the **Outlook desktop application** for seamless meeting integration right from your email. When you install the add-in to Outlook Web App, it automatically installs in the desktop application. This document will show you how to install and use the add-in.

Installing the Outlook Add-In

1. Open your preferred web browser (Chrome recommended) and navigate to **outlook.towson.edu**.
2. Login with your **NetID** and **Password**.
3. Click on any email and then click the **More actions** button on the right-hand side of the email.

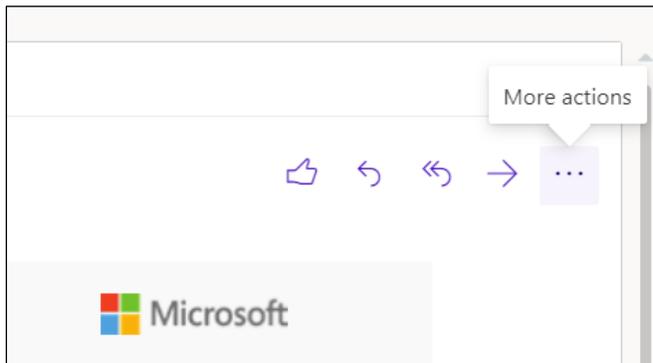


Figure 1

4. Click the **Get Add-ins** button.

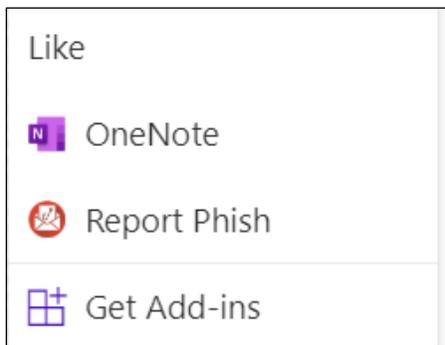


Figure 2

5. In the search bar at the upper right-hand corner of the window, type **Zoom** and then select **Zoom for Outlook**.

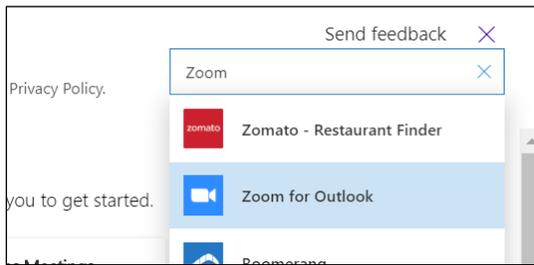


Figure 3

6. Click **Add**. The add-in will now be installed.

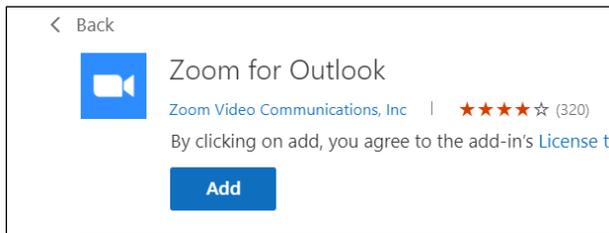


Figure 4

Scheduling a Zoom Meeting

From Outlook on the Web

1. Click the **Calendar** button in the bottom-left corner.



Figure 5

2. Click **New event** or double click an area of your calendar.

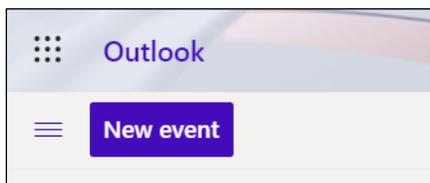


Figure 6

3. Click the **Zoom** button and then click **Add a Zoom Meeting**.

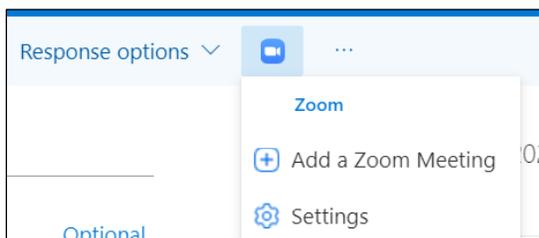


Figure 7

- You may need to login to Zoom, where you be asked to give Zoom permission to display a new window, click **Allow**. Complete the sign in process by clicking **Sign In > Sign In with SSO > entering towson-edu > Continue > enter your NetID and Password > Login**.

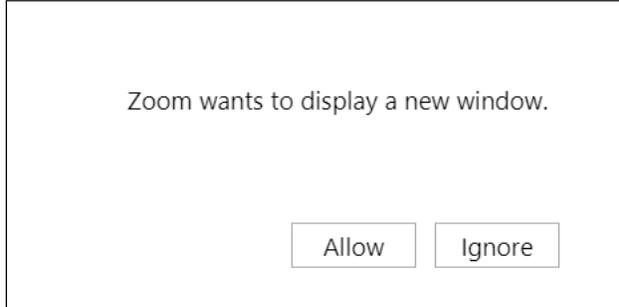


Figure 8

- Enter all applicable information, including a **title**, **attendees**, and **date**.
- Once all your information has been entered, click **Send**.

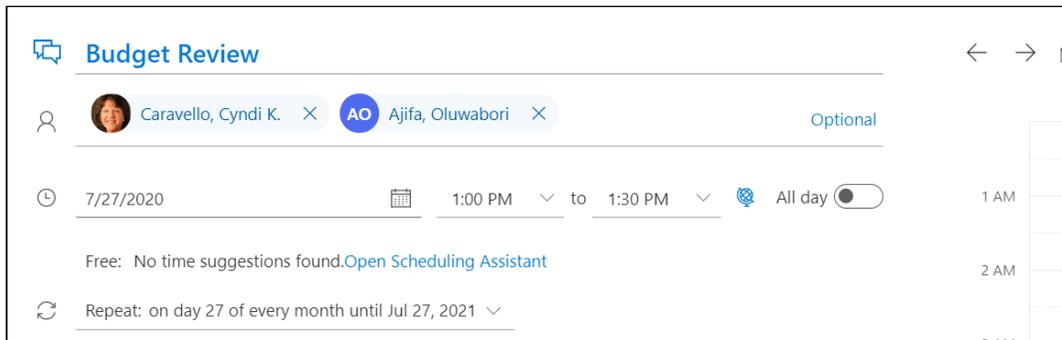


Figure 9

From the Outlook Desktop Application

- Open **Outlook** from your desktop.
- Click on the **Calendar** button on the bottom left-hand corner.

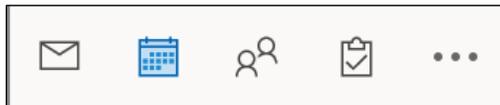


Figure 10

- Click **New Meeting** or double click an area of your calendar.
- Click **Add a Zoom Meeting**.

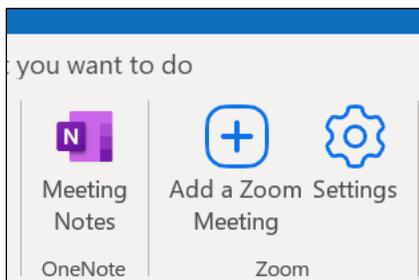
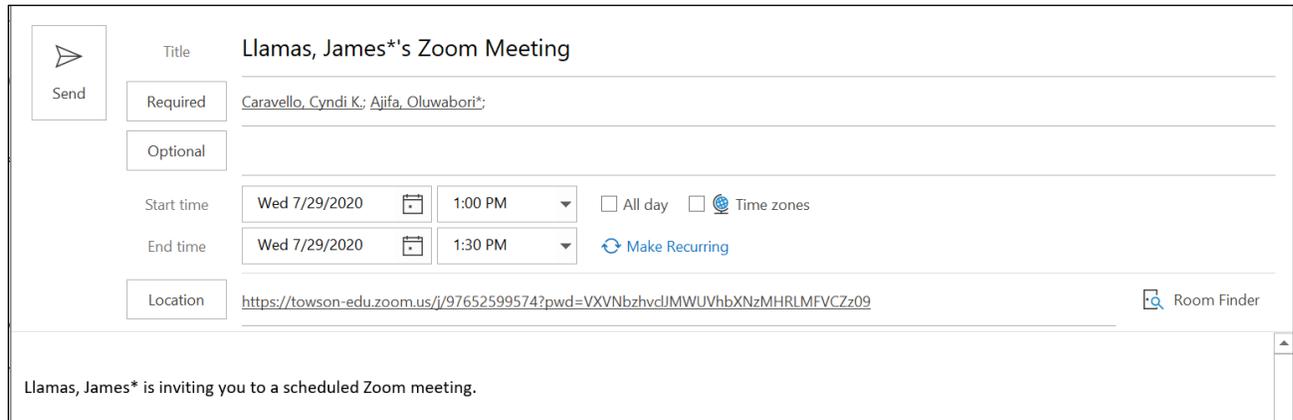


Figure 11

Zoom: Outlook Add-In

5. You may need to login to Zoom. Complete the sign in process by clicking **Sign In with SSO** > entering **towson-edu** > **Continue** > enter your **NetID** and **Password** > **Login**.
6. Enter all applicable information, including a **title**, **attendees**, and **Start/End times**.
7. Once all your information has been entered, click **Send**.



The screenshot shows the Zoom meeting creation interface in Outlook. The form is titled "Llamas, James*'s Zoom Meeting". It includes a "Send" button on the left. The "Required" attendees field contains "Caravello, Cyndi K.; Ajifa, Oluwabori*". The "Optional" attendees field is empty. The "Start time" is set to "Wed 7/29/2020" at "1:00 PM". The "End time" is set to "Wed 7/29/2020" at "1:30 PM". There are checkboxes for "All day" and "Time zones". A "Make Recurring" link is visible. The "Location" field contains the Zoom URL: "https://towson-edu.zoom.us/j/97652599574?pwd=VXVNbzZhdjJMWUVhbXNzMHRLMFVCZz09". A "Room Finder" button is located to the right of the location field. At the bottom of the form, it says "Llamas, James* is inviting you to a scheduled Zoom meeting."

Figure 12