FLORIDA ATLANTIC UNIVERSITY
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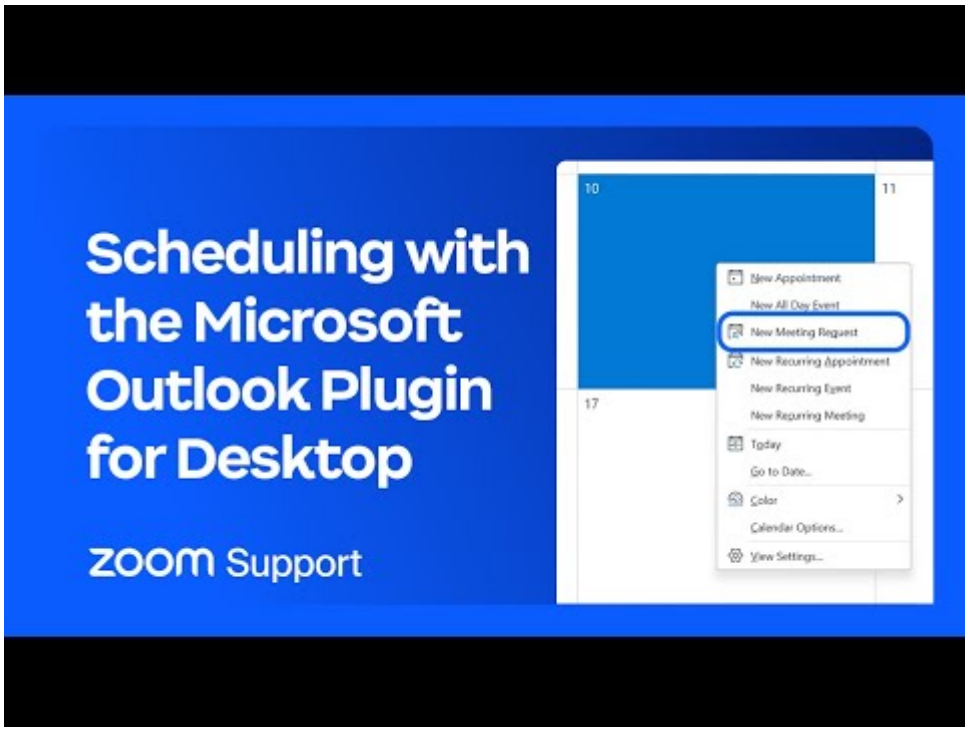
Zoom Scheduling: Zoom Outlook Plugin

Ankit Shah - 2023-12-18 - Zoom

Microsoft Outlook plugin (desktop)

Note: For a better experience, Zoom recommends using the Zoom for Outlook add-in (web and desktop),.

Easily add meetings and invite people in one place



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.

The Outlook Plugin can also sync free/busy times to the Zoom Client based on your Outlook Calendar events. Available in the Software Center app on your computer or ask COM-IT.

Once installed, open Microsoft Outlook.

In Outlook, you should now see the Zoom for Outlook add-in on the toolbar or ribbon. It may appear as a separate "Zoom" tab or as an icon/button within the calendar interface.

Use the Zoom for Outlook add-in to schedule Zoom meetings by selecting the desired options, such as meeting date, time, duration, and participants. You can also customize meeting settings like security, audio, and video options.

After creating the meeting, the add-in will generate a Zoom meeting link, and the meeting details will be added to the Outlook calendar event.

Participants can join the Zoom meeting by clicking on the provided Zoom meeting link within the Outlook calendar event.

- Tags
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