

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.

NOTE: For more information, see Zoom Help Center article:

https://support.zoom.us/hc/en-us/articles/200881399-Microsoft-Outlook-plugin-desktop-

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Mon-Fri, 7:30am-4:30pm

Download & Install Zoom Microsoft Outlook plugin

- 1. Go to https://zoom.us/download
- 2. Go to Zoom Plugin for Microsoft Outlook and click "Download"

Zoom Plugin for Microsoft Outlook



3. Go to your "Downloads" folder and double click to open the **ZoomOutlookPluginSetup.msi** file



4. Click "Next" through the Setup Wizard to complete the installation. When the installation finishes, click "Close".

NOTE: The installation process may require administrator credentials. If you are on a District issued computer, prompted for administrator credentials, and are unable to proceed -- please contact the ITS Help Desk at 714-564-4357 or helpdesk@rsccd.edu.

NOTE: You will need to restart Outlook before using the Plugin.

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Welcome to the Zoom Outlook Plugin Setup Wizard	Select Installation Folder	Confirm Installation	Installing Zoom Outlook Plugin	Installation Complete
The installer will guide you through the steps required to instal Zoom Dutlook Livgin on your computer.	The installer will install Zoom Outlook Plugin to the following folder. To install in this folder, click. "Next". To install to a different folder, enter it below or click. "Browse". Edider C-VPogram Files (bBE):Zoom/Zoom Outlook Plugin Disk Cost. Disk Cost.	The initialer is ready to initial Zoom Outlook Plugin on your computer. Click "Next" to start the instabilion.	Zoon Outbok Plugin is being installed. Please wak	Zoon Outlook Plugin has been successfully initialed. Click "Dong" to exit.
WARNING. This computer program is protected by copyright law and international to when. Unsubnetced displantion or distribution of this program, or any position of it, may result is revere civil or commit prenders, and will be prosecuted to the maximum entert possible under the we				If your Outlook is currently running, please restart for the changes to take effect.
Cancel < Back Next >	Next >	Next >	Cancer Clack Inext 2	Cancer Cost

Scheduling a meeting

1. Open Outlook and click the "Schedule a Meeting" button.



2. Select your desired settings for scheduling a meeting.

Meeting Password	
Required meeting password	
Video (when joining a meeting)	Select your desired
Host: On Off	settings for scheduling
Participant: On Off	a meeting.
Audio Options	
Telephone	O Computer Audio
Telephone and Computer Audio	🔵 3rd Party Audio
Dial in from United States and other	2 countries/reg Edit
Advanced Options	
Enable join before host	
Mute participants on entry	
Only signed-in users with specifie	d domains can join this meeting
Record the meeting automatically	
List in the Public Event List	
✓ Force include Join URL in location	field
Insert Zoom meeting invitation about the second	ove existing text
Select a language to send invitation	on: English 🗘
Alternative Hosts:	
Example:iohn@company.com.neter@	school.edu

Scheduling a Meeting Options:

- Meeting ID
 - Use Personal Meeting ID: Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- Meeting password
 - **Required meeting password:** Enter a password if you want to require participants to enter it to join the meeting.
- Videos (when joining a meeting)
 - Video Host: If you select on, the host's video will be automatically started when starting the meeting. If you choose off, the host's video will be off, but they will be able to turn it on.
 - Video Participant: If you select on, the participant's video will be automatically started when joining the meeting. If you choose off, the participant's video will be off, but they will have the option to turn it on.
- Audio Options:
 - Choose whether to allow users to join using:
 - **Telephone** only; **Computer Audio** only; Both **Telephone and Computer Audio**, or 3rd Party Audio.
- Advanced Options
 - **Enable join before host:** Allow participants to join the meeting without you or before you join.
 - Mute participants upon entry: If join before host is not enabled, this will mute all participants as they join the meeting.
 - **Recording the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud. Learn more about automatic recording.
 - Force include Join URL in location field: This will include the join URL in the location field even if you attempt to remove it.
 - **Insert meeting details above the invite**: Insert the Zoom meeting details at the top of the meeting invite (before any custom text entered in the meeting invite).
 - Select a language to send invitation: This option allows you to choose the language you would like the Zoom invite to be in.
 - Alternative hosts: Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence. Read more about Alternative Host.
 - **Save and do not show again:** Check this if you would like to use these same settings as a default for other meetings going forward. The settings window will not pop up and you will need to manually open it to edit the settings.

Finish Scheduling a Meeting

1. When done, click "**Continue**".

The calendar will automatically generate with the Zoom meeting information you provided.

 Record the meeting automatically List in the Public Event List Force include Join URL in location field Insert Zoom meeting invitation above existing text Select a language to send invitation: English Alternative Hosts: 	When done, click "Continue". The calendar will automatically generate with the Zoom meeting information you provided.
Example:john@company.com;peter@school.edu	inue

Start Instant Meeting

Click "Start Instant Meeting" to open the Zoom app and start an instant meeting.
 NOTE: Click the dropdown menu under "Start Instant Meeting" to select options for "Start with video" or "Start without video".



Making an existing event a Zoom meeting

- 1. **Open an existing calendar event** in Outlook.
- 2. Select "Schedule A Meeting" to schedule the meeting type of your choice.

H 5	↑ ↓ =		Daily Meeting - Event		•			×		
File	Event Insert F	ormation Revie	ew 🛛 🖓 Tell me what ye	ou want to do						
Actions a M	Actions Schedule a Meeting Zoom Show			Open an existing calendar event in Outlook.						
Subject	Daily Meeting		Se	lect "Sch	edule A	A Me	etin	g" t	o schedule the	
Location				meeting type of your choice.				hoice.		
Start time	Wed 10/11/2017	12:00	AM							
End time	Wed 10/11/2017	12:00	AM							

- 3. Select your **desired settings** for scheduling a meeting (see the Scheduling a Meeting section for more details).
- 4. Click Continue.
- 5. The invitation will now automatically fill in with the details.
- 6. Click Save & Close.

Missing plugin icon

If you do not see the Schedule a meeting icon in the menu ribbon, open your Outlook options.

1. **Open Outlook** > Go to File > **Options** > **Add-ins**



- 2. Select **Disabled Items** > Go
- 3. Choose the Zoom Outlook plug-in
- 4. Select Enable.



- 5. Select the Com Add-ins.
- 6. Check the **Zoom Outlook plugin** box > OK



Scheduling meetings for others

If you want to schedule on behalf of another Zoom user, see the article about scheduling privilege:

https://support.zoom.us/hc/en-us/articles/201362803