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.

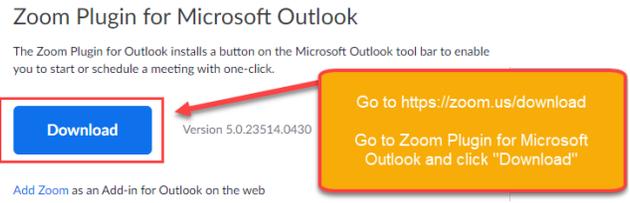NOTE: For more information, see Zoom Help Center article:

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

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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

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   Version 5.0.23514.0430

Go to https://zoom.us/download

Go to Zoom Plugin for Microsoft Outlook and click "Download"

Add Zoom as an Add-in for Outlook on the web

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

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Downloads   Search Downloads

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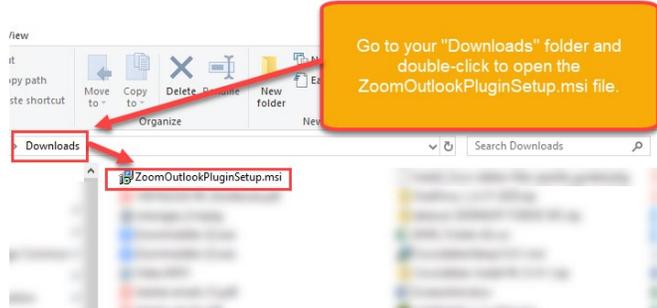
4. Click "Next" through the Setup Wizard to complete the installation. When the installation finishes, click "Close".

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.

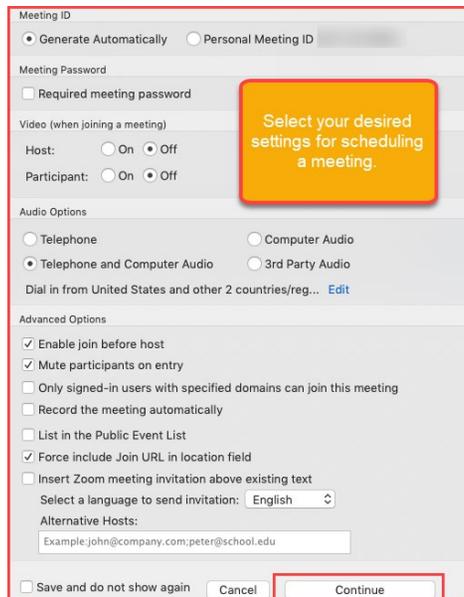NOTE: You will need to restart Outlook before using the Plugin.
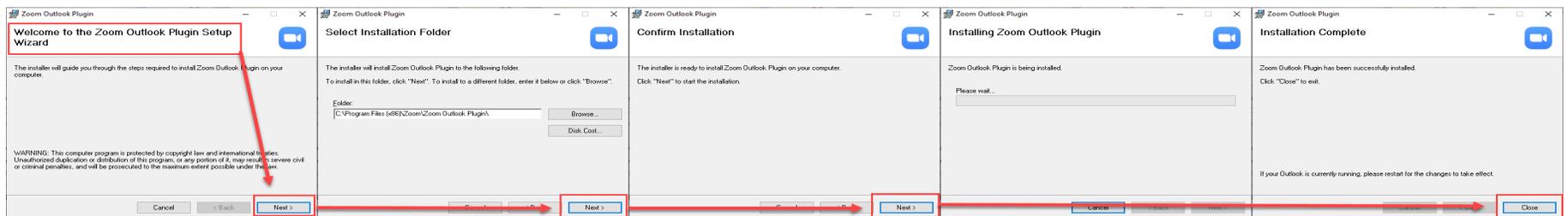
Scheduling a meeting

1. Open Outlook and click the "Schedule a Meeting" button.
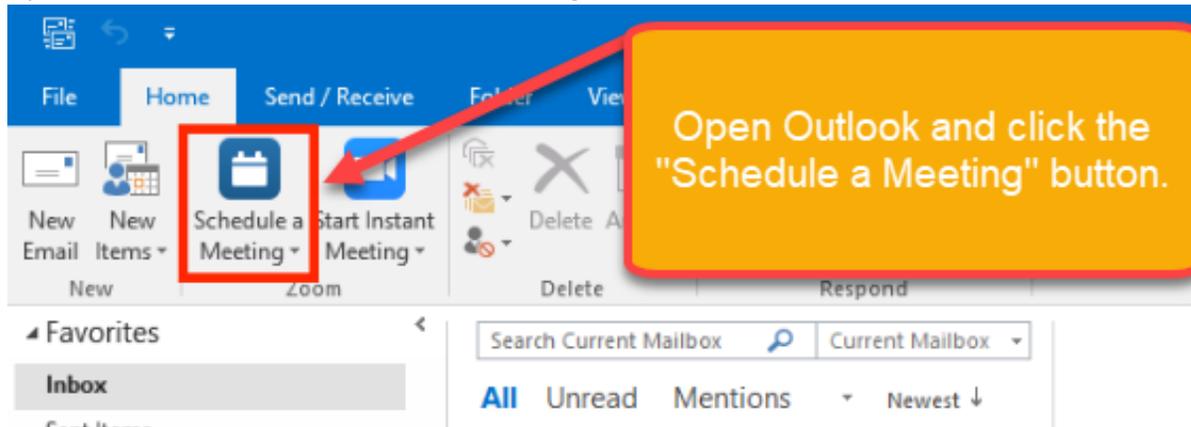
2. Select your desired settings for scheduling a meeting.

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.
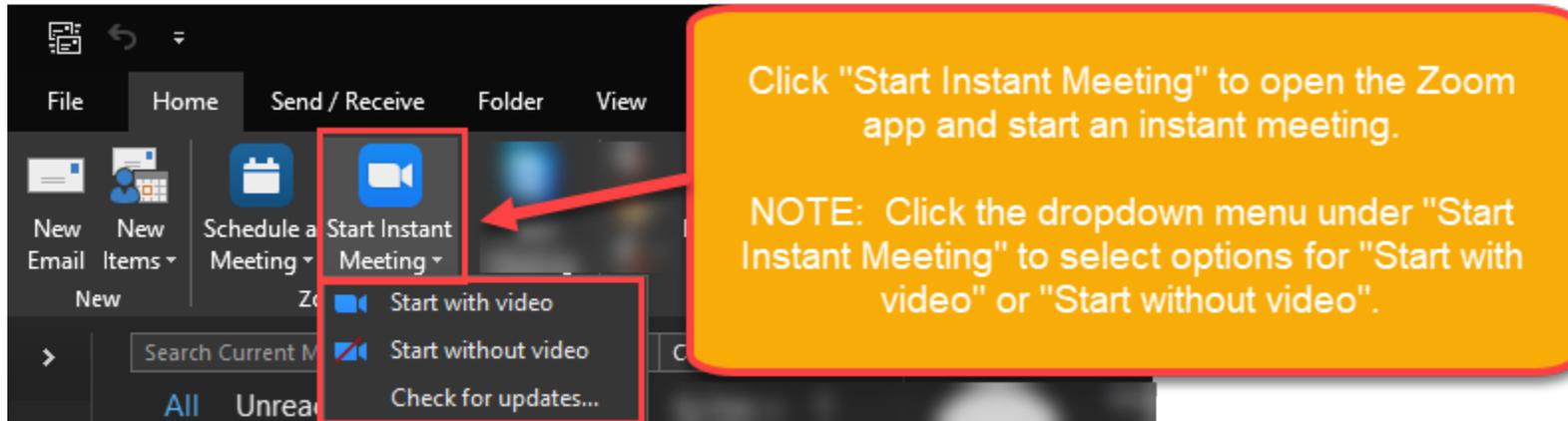
Finish Scheduling a Meeting

1. When done, click "**Continue**".
    The calendar will automatically generate with the Zoom meeting information you provided.
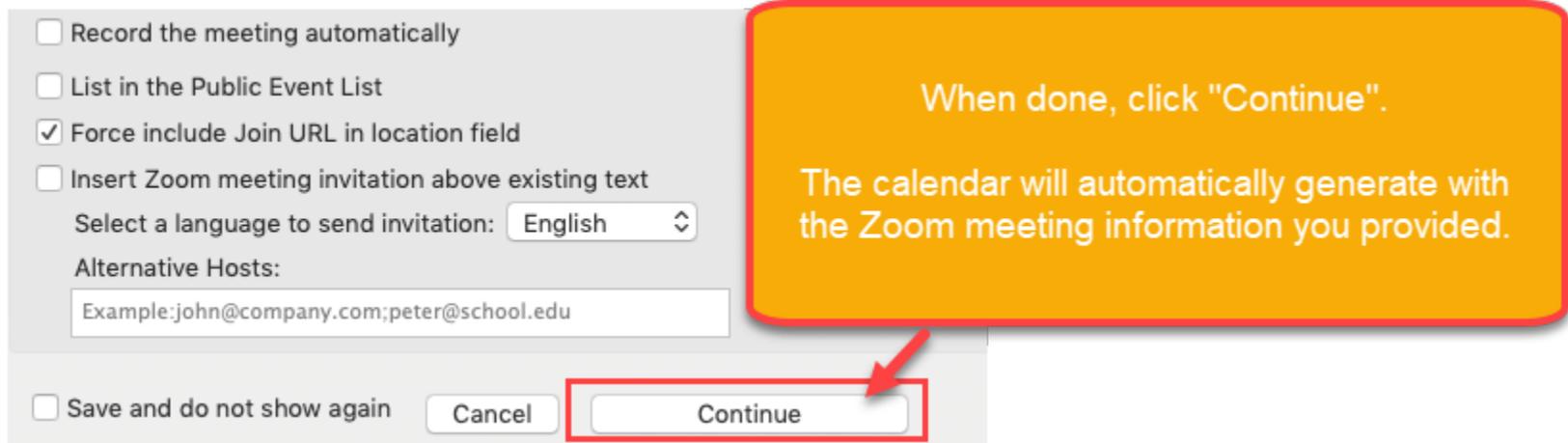
Start Instant Meeting

1. 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.
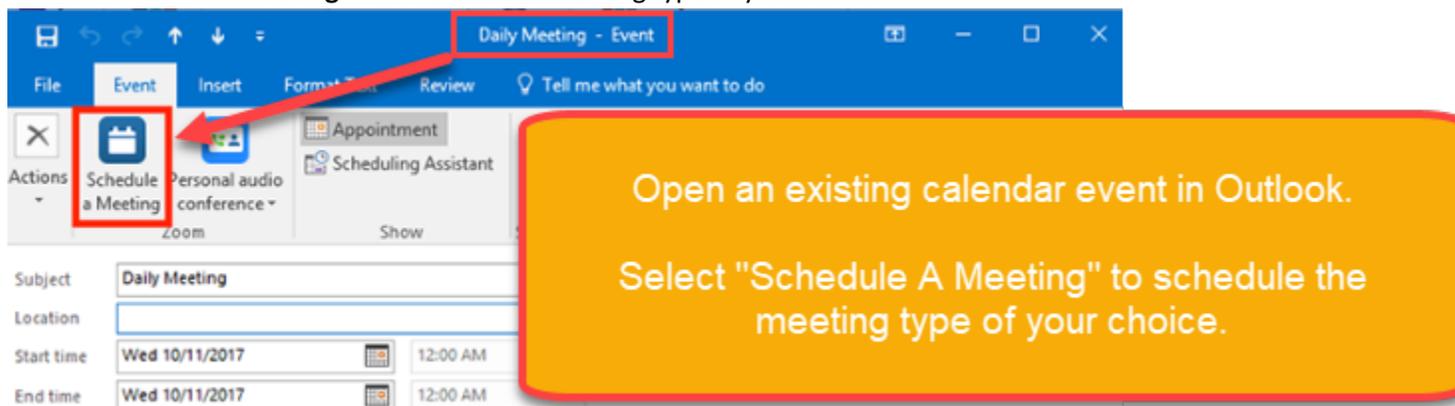
3. Select your **desired settings** for scheduling a meeting (see the Scheduling a Meeting section for more details).
4. Click **Continue**.
5. The invitation will now automatically fill in with the details.
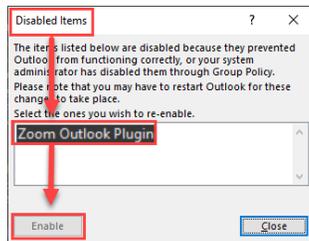6. **Click Save & Close.**

Missing plugin icon

If you do not see the Schedule a meeting icon in the menu ribbon, open your Outlook options.
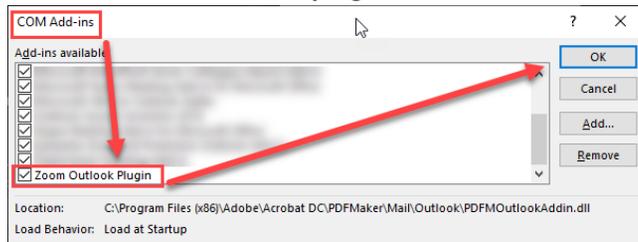
1. **Open Outlook** > Go to **File** > **Options** > **Add-ins**
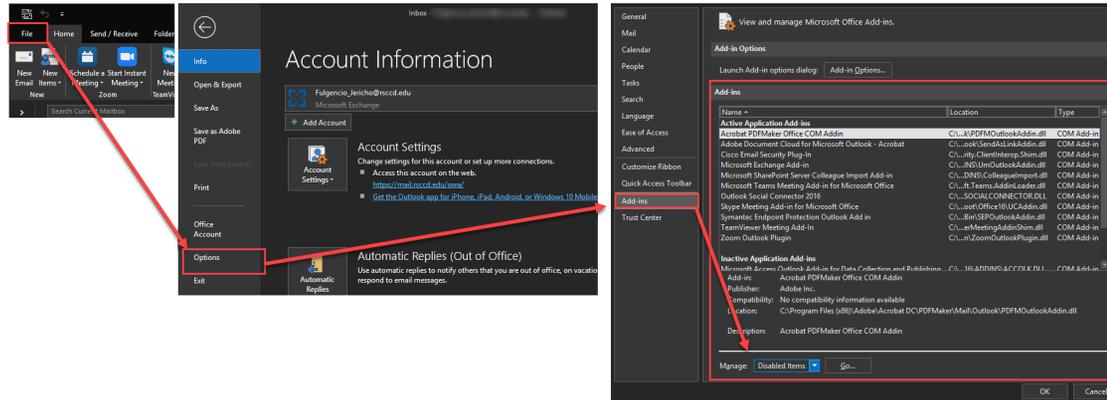
2. Select **Disabled Items** > Go
3. Choose the **Zoom Outlook plug-in**
4. Select **Enable**.

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