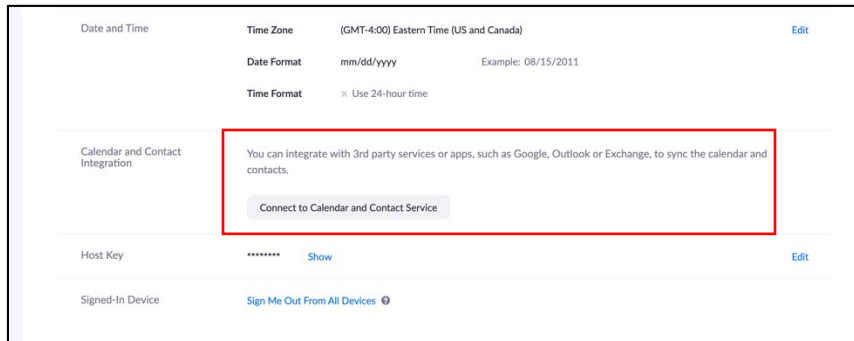


Zoom Outlook Plugin

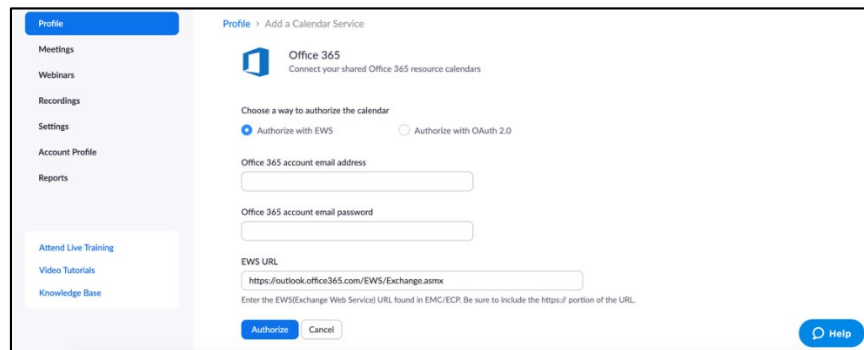
The Zoom Microsoft Outlook plugin is designed to make scheduling a meeting in Microsoft Office quick and convenient. The plugin allows you to schedule and start instant Zoom meetings, as well as make existing meeting events Zoom meetings. These instructions are based on use of the Outlook client/ desktop app.

- Go to: <https://umaryland.zoom.us>
- Choose **Sign In - Configure your account**
- In the left-hand navigation menu, click **Profile**.
- Scroll down to **Calendar and Contact Integration** (3rd to last option)



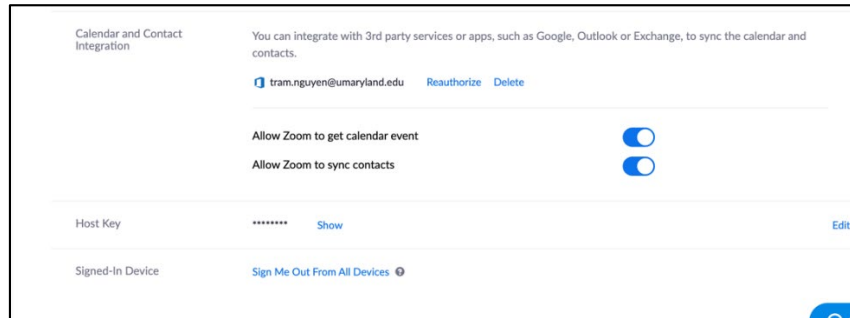
The screenshot shows the Zoom account configuration page. The 'Calendar and Contact Integration' section is highlighted with a red box. It contains the text: "You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts." Below this text is a button labeled "Connect to Calendar and Contact Service".

- Click **Connect to Calendar and Contact Service**
- In the **Select a Service** window, click **Office 365**
- Click **Next**
- Select **Authorize with EWS**
- Enter your UMB email and password
- **EWS URL** should automatically populate
- Click **Authorize**



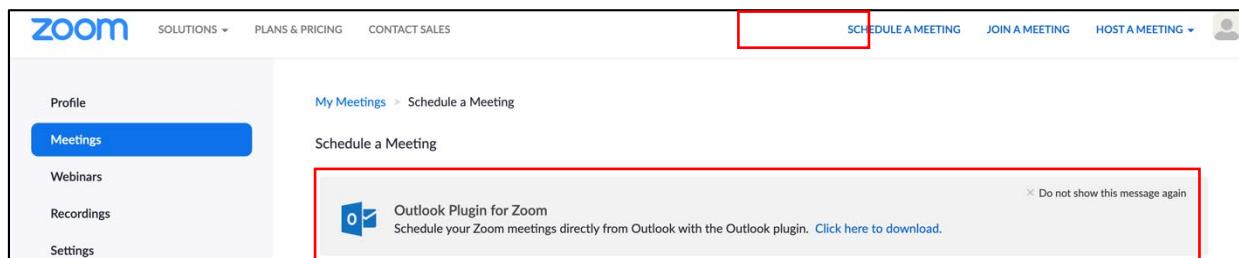
The screenshot shows the 'Add a Calendar Service' window for Office 365. The 'Authorize with EWS' option is selected. The EWS URL is pre-populated with 'https://outlook.office365.com/EWS/Exchange.asmx'. The 'Office 365 account email address' and 'Office 365 account email password' fields are empty. The 'Authorize' button is highlighted in blue.

You will be returned to your **Profile**. You should see that your email is synced under **Calendar and Contact Integration**



Scroll back up to the top of the page and click **Schedule Meeting**

- There will be a **Outlook Plugin for Zoom** box.



- Click **Click here to download**
- Select the download file that appears (Using Chrome, it will appear in the lower left-hand corner of the screen. Depending on the browser being used, this may differ.) and follow the steps to install the plugin
- Close and relaunch **Outlook**

Zoom should now appear in the **Outlook** banner:

