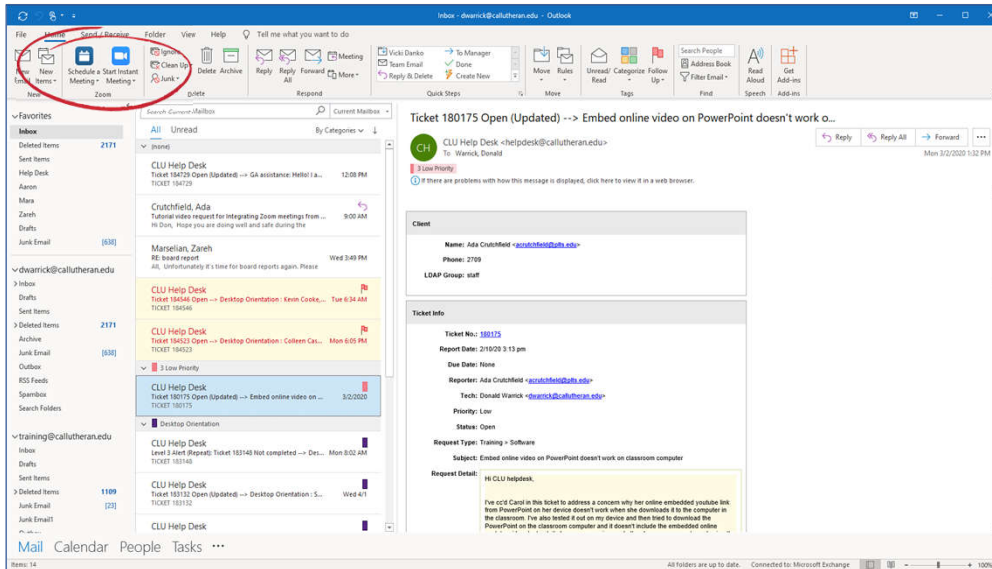
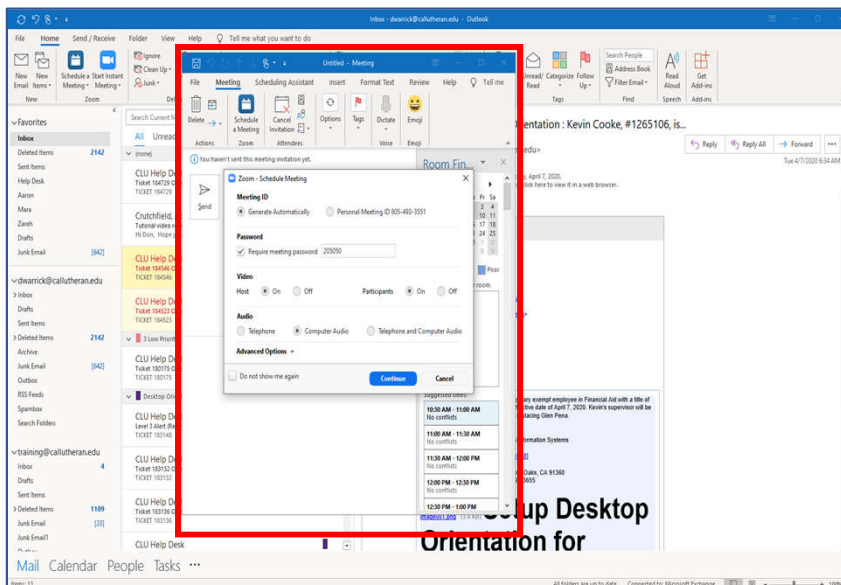


Using the Zoom Add-in for Outlook

Using the Zoom add-in for Outlook allows you to start instant meetings or schedule meetings that will automatically be placed in your calendar. Once you have installed the add-in a new Zoom group will be added to the ribbon.



When you click on "Schedule a Meeting" a dialogue box opens allowing you to fill out all the meeting information.



Zoom - Schedule Meeting

Meeting ID
 Generate Automatically Personal Meeting ID 805-493-3551

Password
 Require meeting password 205050

Video
 Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio

Advanced Options ^

Enable Waiting Room
 Enable join before host
 Mute participants upon entry
 Only signed-in users can join the meeting: Sign in to Zoom
 Automatically record meeting
 Force include Join URL in location field
 Insert Zoom meeting invitation above existing text

Select a language for meeting invitation: English

Alternative hosts:
 Example:john@company.com;peter@school.edu

Do not show me again **Continue** **Cancel**

From the same dialogue box, clicking on "Advanced" opens additional options.

Donald Warrick's Zoom Meeting - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me

Actions Zoom Attendees Voice Add-ins Emoji

You haven't sent this meeting invitation yet.

From: dwarrick@callutheran.edu
 Title: Donald Warrick's Zoom Meeting

Required
Optional

Start time: Mon 4/13/2020 10:30 AM
 End time: 11:00 AM

Location: Room Finder

Donald Warrick is inviting you to a Zoom Meeting.

Join Zoom Meeting
<https://clu.zoom.us/j/9461212clrb1>
 pwd=AFR3OGF1b1ZclRBI

Meeting ID: 946 1876 8635
 Password: 205050

Room Finder: April 2020

Choose an available room:
None

Suggested times:
 10:30 AM - 11:00 AM No conflicts
 11:00 AM - 11:30 AM No conflicts
 11:30 AM - 12:00 PM No conflicts
 12:00 PM - 12:30 PM No conflicts
 12:30 PM - 1:00 PM

Simply fill out the information just as you would directly from Zoom. Click on "Required" to open the global address directory.

Select Attendees and Resources: Global Address List

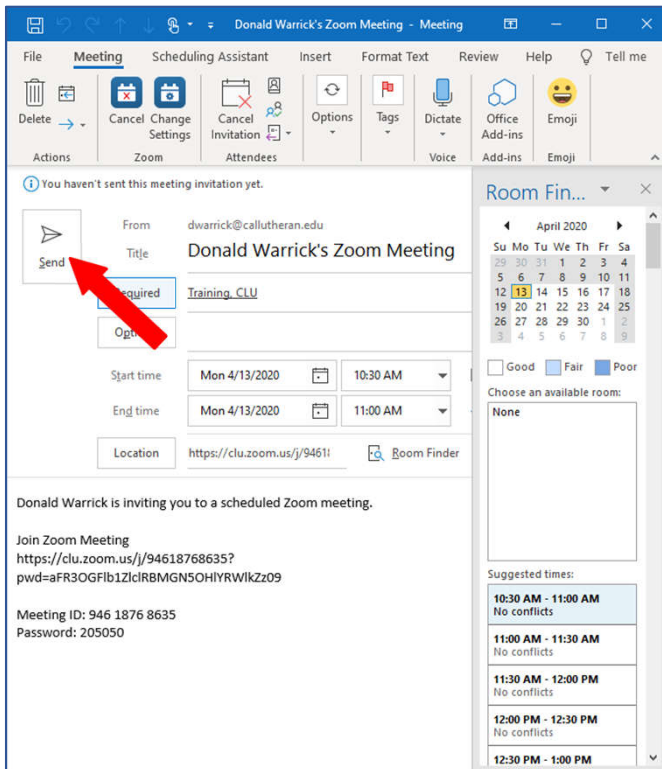
Search: Name only More columns Address Book

Go: Global Address List - dwarrick@callutheran.edu Advanced Find

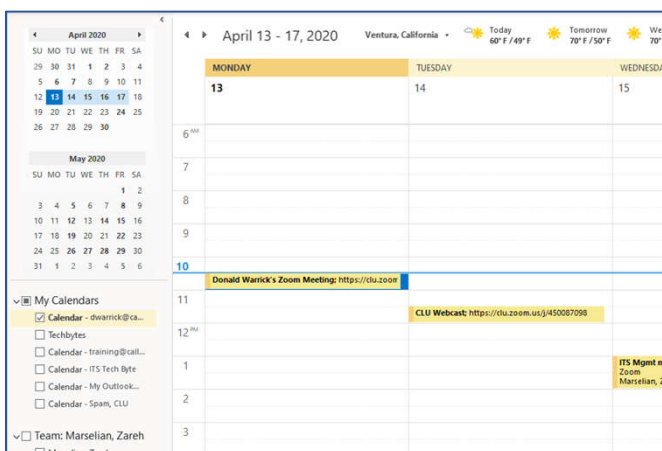
Name	Title	Business Phone	Location
Abdel-Gawad, Monem			
Abdelrayed, Michael	Faculty		
Abell, Leslie	Adjunct Faculty		
Abraham-Scott, Menyion	Title V CHESS/Educational Progr...		
Abushahla, Ramsey	Assistant Men's Baseball C...		
Acabado, CLU			
Academic Scheduling Academy, STEM			
Account, Imagenow	Imagenow Account		
Accounts, Student	Student Accounts		
Acosta, Christopher	Admission Counselor		
Adams, Jennifer	Operations Assistant II		
Adamu, Stephen	Adjunct Faculty		

Required
Optional
Resources

OK Cancel



Click send to deliver the invitation.



The meeting is sent to the invited attendees and placed on your Outlook calendar.