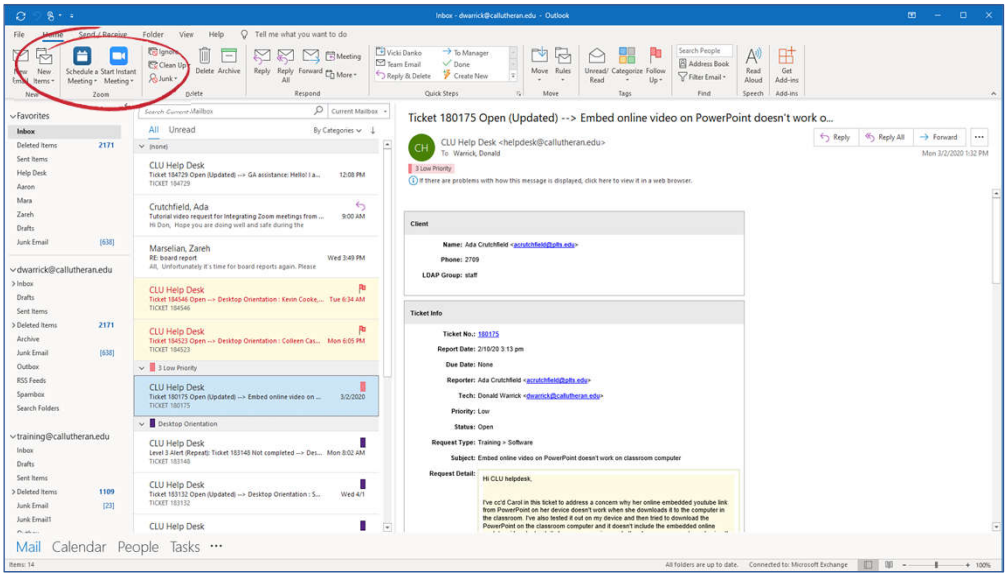
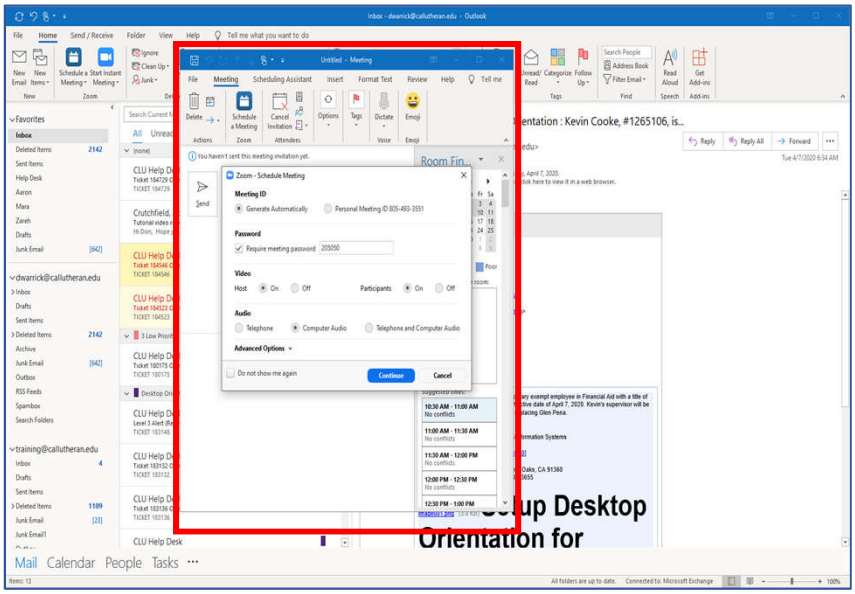
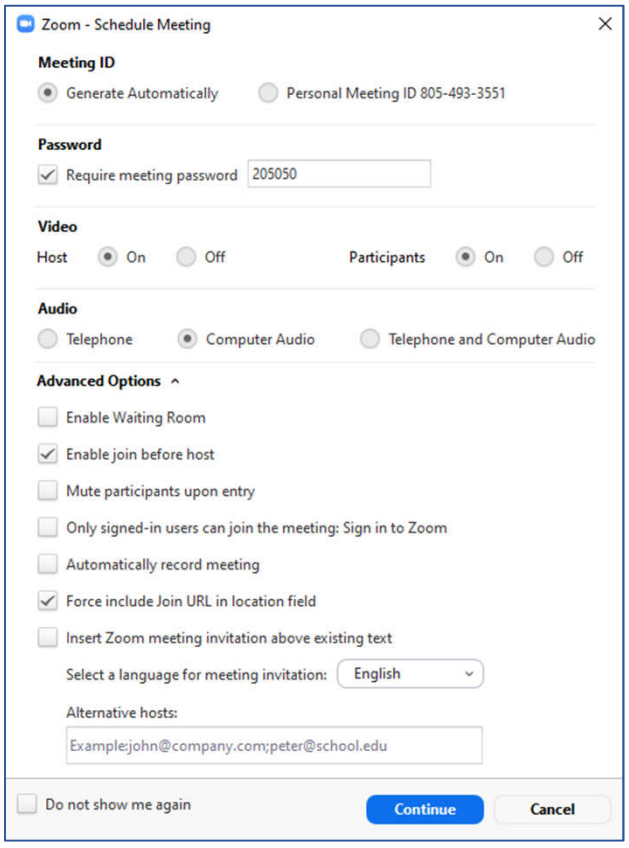
Using the Zoom Add-in for Outlook

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.

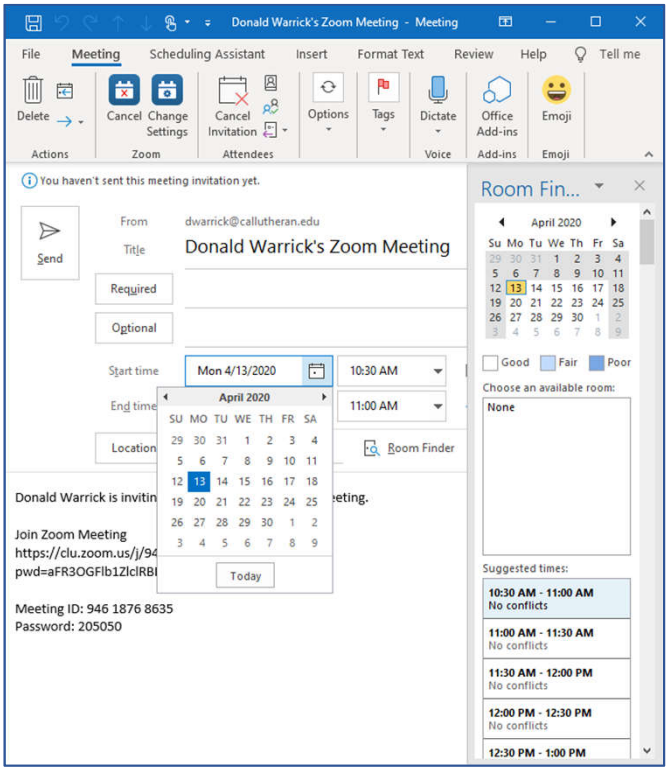


When you click on "Schedule a Meeting" a dialogue box opens allowing you to fill out all the meeting information.

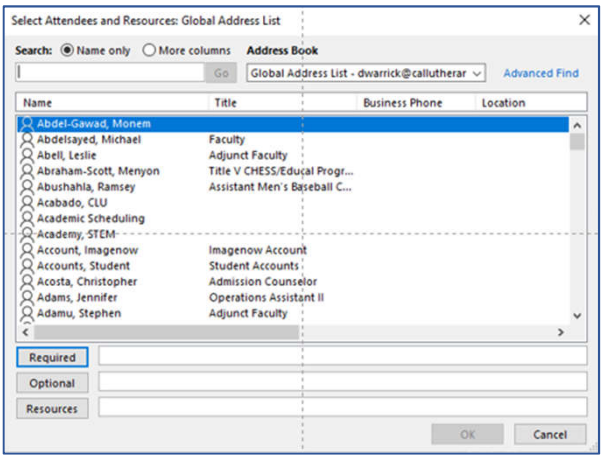


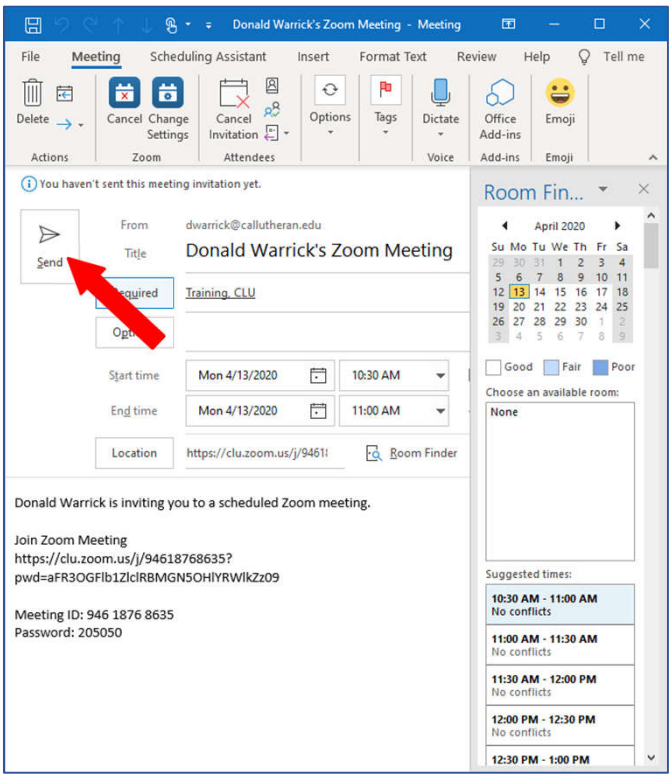


From the same dialogue box, clicking on "Advanced" opens additional options.

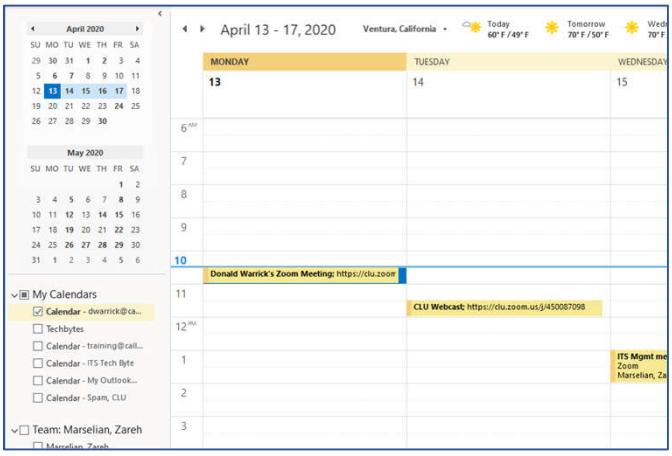


Simply fill out the information just as you would directly from Zoom. Click on "Required" to open the global address directory.





Click send to deliver the invitation.



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