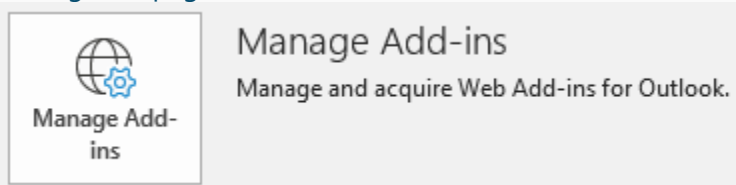
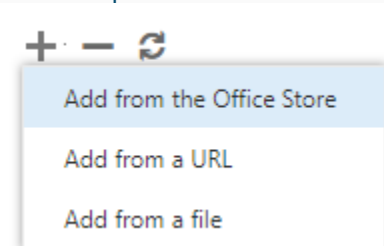


PC - Installing for Your Own Use

1. Open Outlook and click **File** > **Manage Add-ins**. Outlook will open a browser and open your Manage-ins page.



2. Click the plus icon > **Add from the Office Store**.

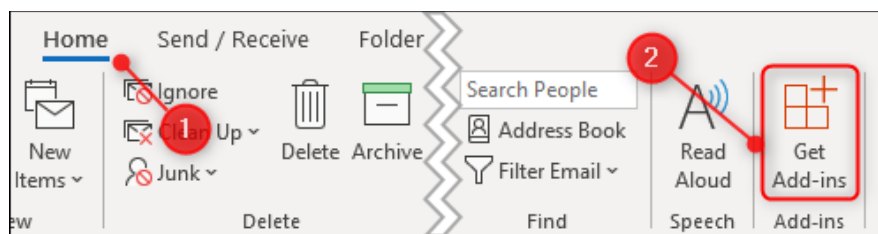


3. Search for Zoom for Outlook and click **GET IT NOW**.



MAC - Installing for Your Own Use

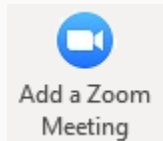
1. Open **Outlook For Mac**.
2. From the Home tab, click on the “Get Add-ins” or “Store” icon to open the Office **Add-ins** window.



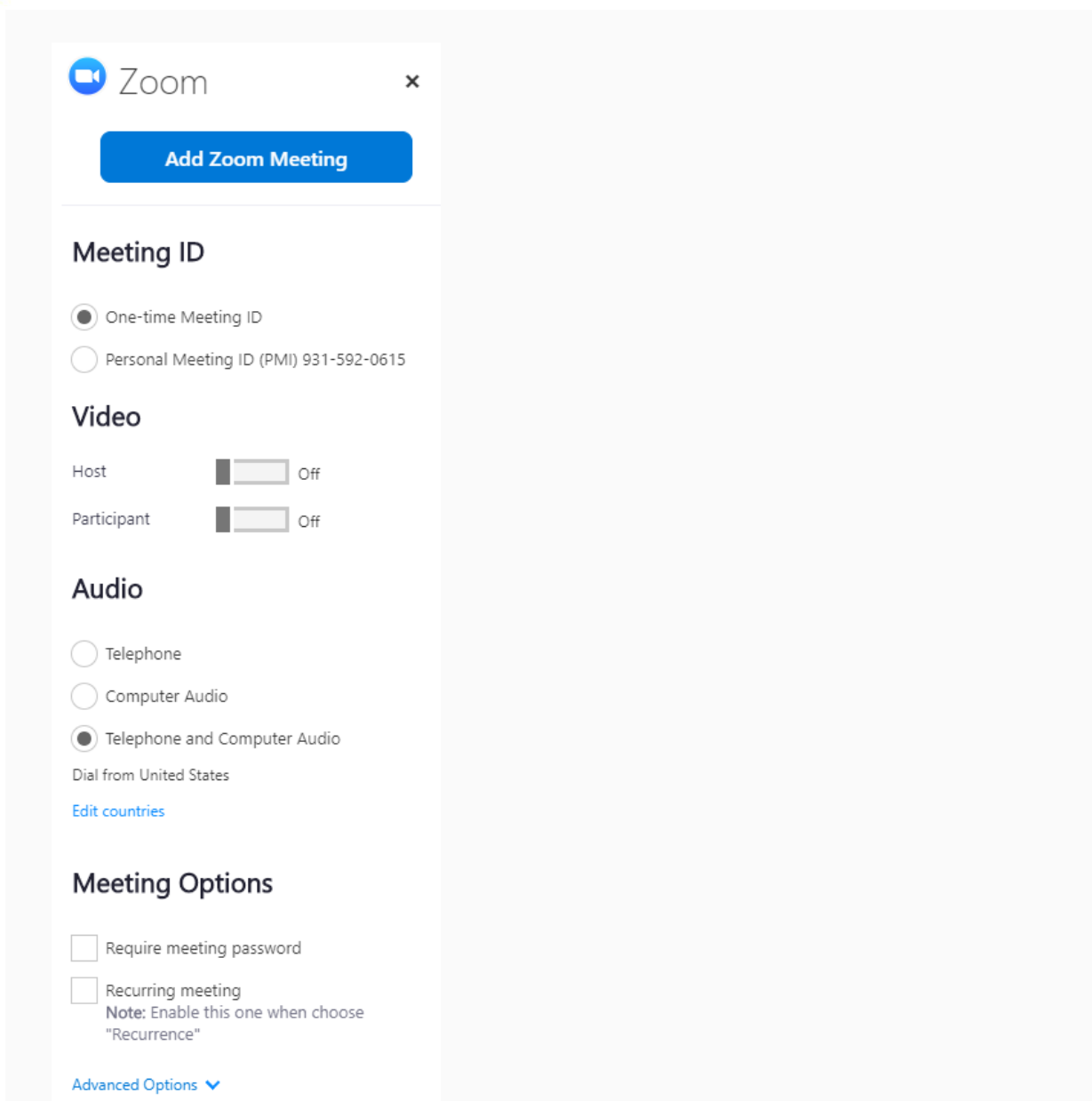
3. From the 'Office **Add-Ins**' modal, use the search bar to search for “Zoom for Outlook”. Click on the toggle to **add** the **add-in** to your **Outlook** for **Mac** email client.

Scheduling a Meeting

1. Open the Outlook desktop app and switch to calendar view.
2. In the **Home** tab, click **New Meeting**.
3. Enter meeting details like the title, location, and guest list.
4. In the **Meeting** tab, click **Add a Zoom Meeting**.



5. Select your desired video, audio and meeting settings. Click **Add Zoom Meeting** to add Zoom join details to the meeting.



Zoom x

Add Zoom Meeting

Meeting ID

☒ One-time Meeting ID

☐ Personal Meeting ID (PMI) 931-592-0615

Video

Host ☐ Off

Participant ☐ Off

Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

Dial from United States

[Edit countries](#)

Meeting Options

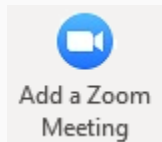
☐ Require meeting password

☐ Recurring meeting
Note: Enable this one when choose "Recurrence"



[Advanced Options](#) ▼

Viewing and Editing Meetings

1. Open the Outlook desktop app and switch to calendar view.
2. Double-click a Zoom meeting to display the meeting details.
3. Click **Add a Zoom Meeting** to display the Zoom meeting options.



4. Change your meeting options and click **Update** to apply the changes.
Tip: Click **Load default settings** to load your default settings found in your Zoom web portal under [My Meeting Settings](#).

 Zoom 

Update

Remove

Schedule for

Myself ▼

Meeting ID

☒ One-time Meeting ID

☐ Personal Meeting ID (PMI) 219-242-2971

Video

Host

On

Participant

On

Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

Dial from Australia

[Edit countries](#)

Meeting Options