How to Integrate Zoom with an Outlook Calendar

PURPOSE:
- How to install Zoom Plugin for Outlook 365
- How to set up Calendar and Contact Integration

HOW TO INTEGRATE ZOOM WITH AN OUTLOOK CALENDAR:

Naviagate to https://zoom.us/download Download the Microsoft Add-In Outlook, as well as the Zoom Desktop Client if you do not already have it.	**Zoom Desktop Client** Phone, Meetings, Chat, Whiteboard and more for your desktop. The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here. **Download** Version 5.15.3 (18551) (64-bit) Download 32-bit Client Download ARM Client **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 5.14.10.876 Add Zoom as an Add-In for Outlook on the web

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
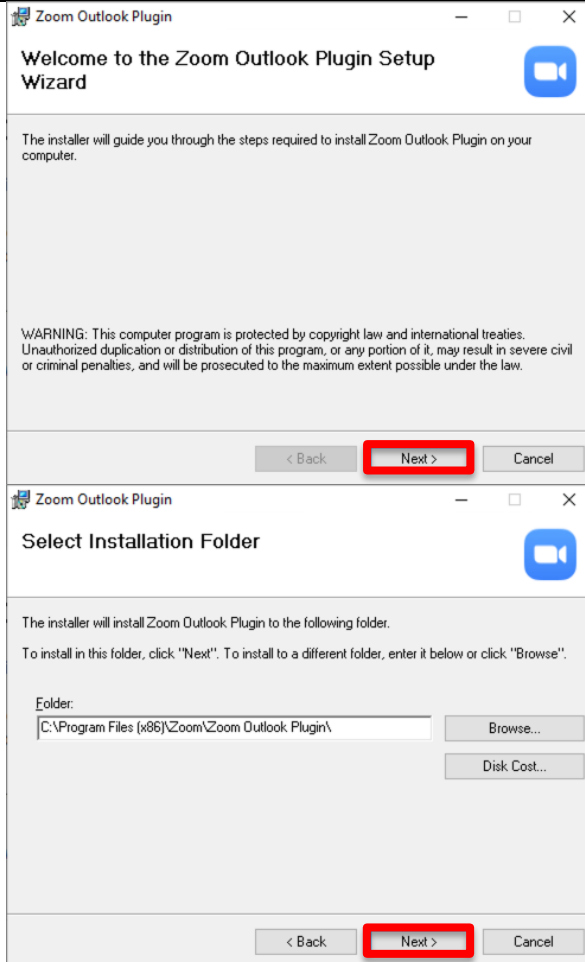
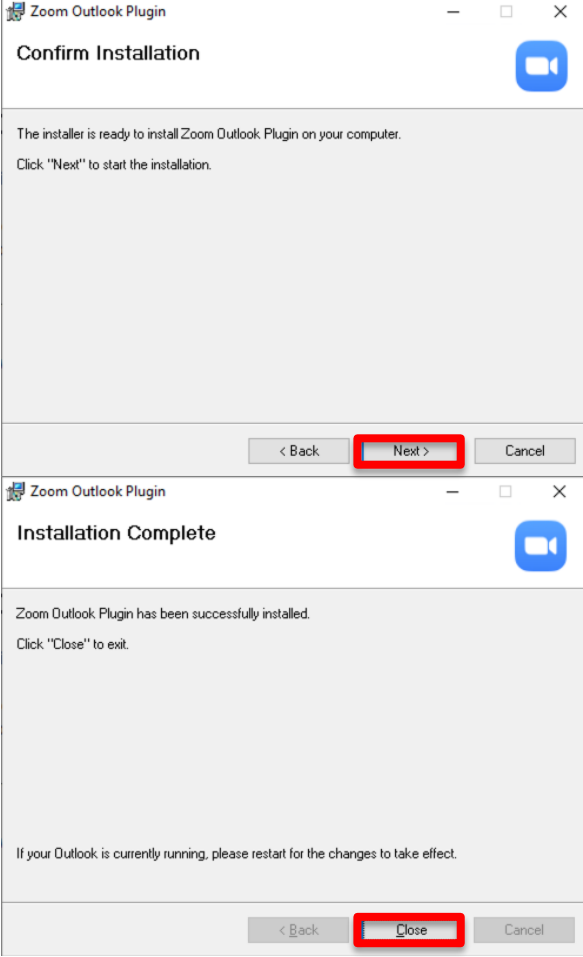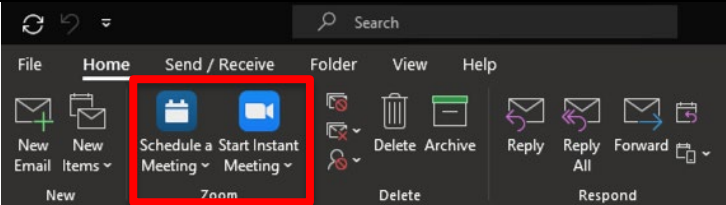**UNIVERSITY INFORMATION SERVICES**

Contact UIS
Call: (303) 860-4357
Email: help@cu.edu

Once you have the programs downloaded, run the ZoomOutlookPluginSetup.msi. Click next on all the screens, then Close at the end.

This step requires Administrator rights. Please reach out to the Service Desk for assistance.
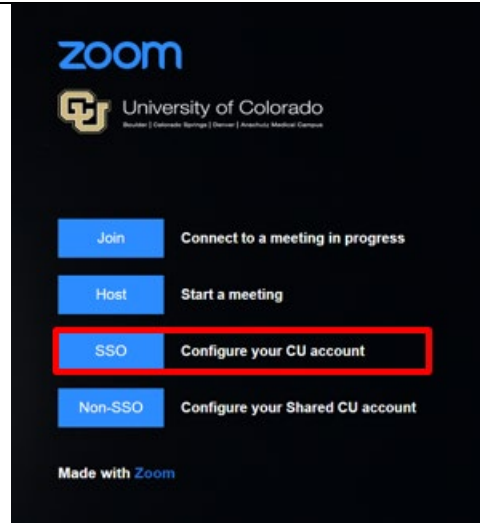

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: (303) 860-4357
Email: help@cu.edu

	Zoom Outlook Plugin — Confirm Installation	
	The installer is ready to install Zoom Outlook Plugin on your computer. Click "Next" to start the installation. [Next >]	
	Zoom Outlook Plugin — Installation Complete	
	Zoom Outlook Plugin has been successfully installed. Click "Close" to exit. If your Outlook is currently running, please restart for the changes to take effect. [Close]	
Restart Outlook. You will now see it in the top menu.		

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: (303) 860-4357
Email: help@cu.edu

Next, navigate to https://cusystem.zoom.us, choose SSO and login with your CU credentials

At the bottom of the profile page, go to **Configure Calendar and Contacts Service**.
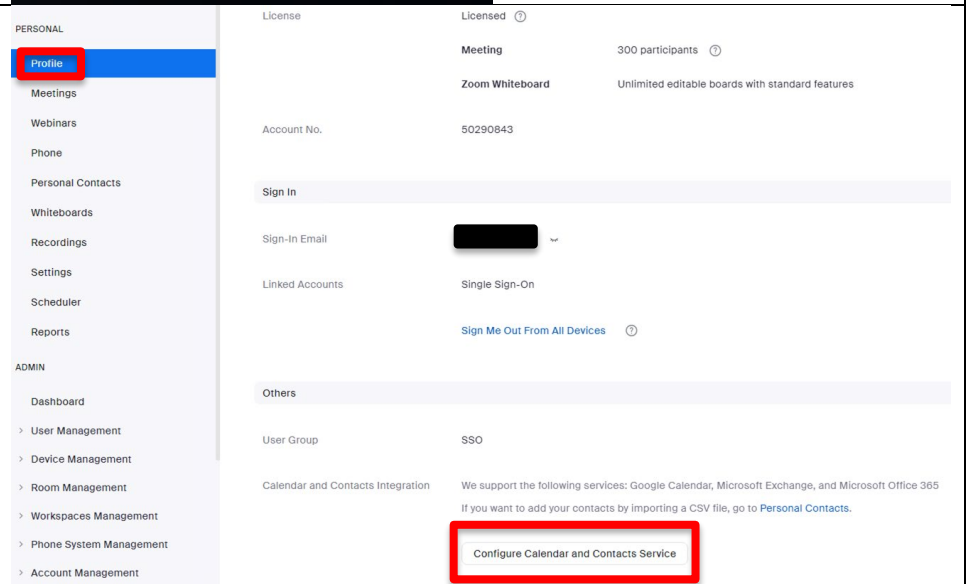
Select **Office 365**, and then click **Next**. On the next page click **Authorize** to allow reading and writing to your Office 365 Calendar and Contacts**.**

Select a Service

Google   Exchange   Office 365

Next   Cancel

Profile > Add a Calendar Service

Office 365
Connect your shared Office 365 resource calendars

☑ Authorize with OAuth 2.0

Choose your permissions

Calendar   ☑ Read   ☑ Write
Contacts   ☑ Read   ☑ Write
Admin Authorization

Your Office 365 admin must consent on behalf of the company. Only select this option if you are the administrator. Learn more

☐ I'm the Office 365 admin and I'm consenting on behalf of the company.

Authorize   Cancel

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: (303) 860-4357
Email: help@cu.edu

Sign in using your username@cu.edu and then your CU System username and password at the University login page.

It may also ask you to authorize the login with Duo. You can then begin creating meetings in Outlook.

■■ Microsoft

Sign in

username@cu.edu

Can't access your account?

Next

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

CU System Administration

Failure to follow University data security and confidentiality requirements may subject the user to penalties such as employment termination, suspension of access privileges, a letter of reprimand, an unsatisfactory performance evaluation and/or accountability in a court of law. By logging on you acknowledge your acceptance of this statement.

You are logging into: **CU Campus Portal**

username

Submit

This login page only accepts a CU System ID username and password.

Help with a locked account

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Check for a Duo Push

Verify it's you by approving the notification...

Sent to "CELL" (•••-•••-7609)

Waiting for approval...

Other options

Need help?   Secured by Duo

Keep in mind this isn't a perfect integration, it will only create new meetings for meetings created after this has been done, and changing or deleting meetings will not necessarily reflect in Outlook. The Zoom desktop client will be the best place to check for updated meetings.
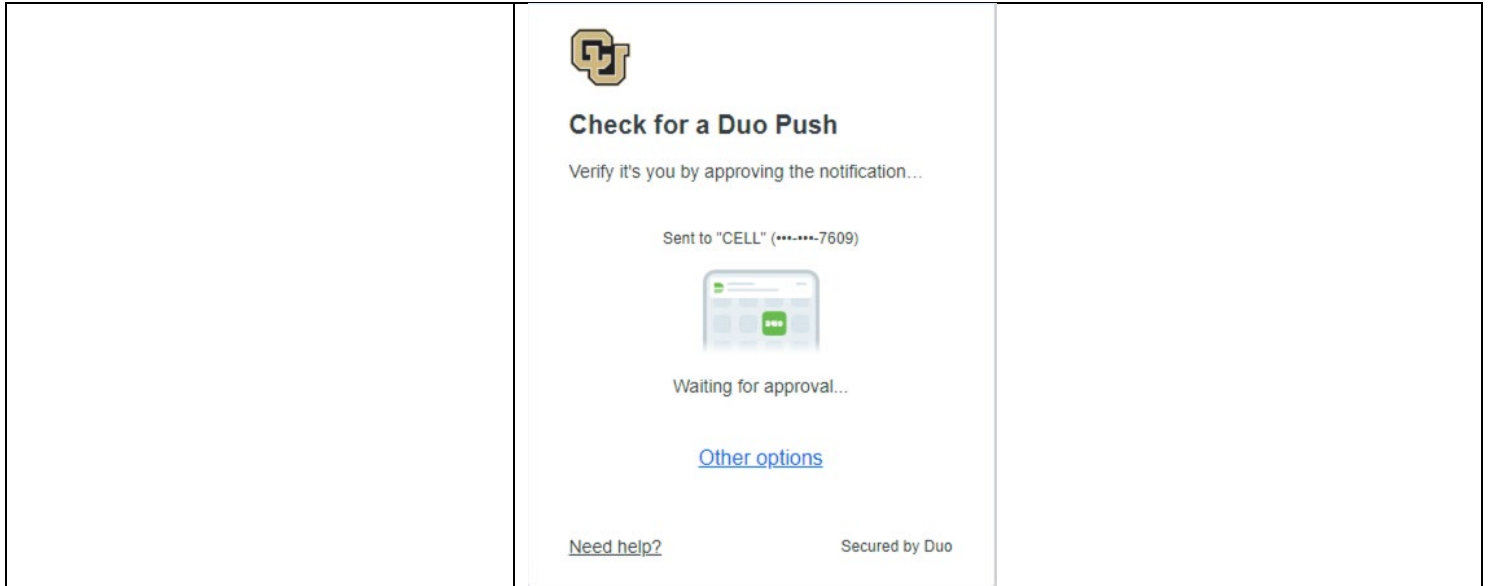
University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: (303) 860-4357
Email: help@cu.edu