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How to Integrate Zoom with an Outlook Calendar

PURPOSE:

- How to install Zoom Plugin for Outlook 2016
- How to set up Calendar Integration

HOW TO INTEGRATE ZOOM WITH AN OUTLOOK CALENDAR:

First, navigate to https://zoom.us/download Download the Zoom Plugin for Microsoft Outlook, as well as the zoom client for Meetings if you do not already have it.	Zoom Client for Meetings The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.		
	Zoom Plugin for Microsoft Outlook The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool be enable you to start or schedule a meeting with one-click. Download Version 4.7.52180.0404 Add Zoom as an Add-in for Outlook on the web	ar to	
Once you have the programs	# Zoom Outlook Plugin — □ × # Zoom Outlook Plugin Welcome to the Zoom Outlook Plugin Setup Select Installation Folder	- ×	
downloaded, run the Zoom Plugin for Outlook. Click next on all the screens, then Close at the end. This step does require Administrator rights	Wizard Detect installer will guide you through the steps required to install Zoom Outlook Plugin on your computer. Detect installer will install Zoom Outlook Plugin to the following for To install in this folder, clock "Next". To install to a different foll Edder. WARNING: This computer program is protected by copyright law and international treaties. C:\Program Files (x86)/Zoom/Zoom Outlook Plugin\	older. der, erter it below or click "Browse". Browse Disk Cost	
Autoritator rights.	or criminal penalter, and will be procecuted to the maximum extent possible under the law. Cancel Cancel Next > Cancel C	< Back Needs	



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		Zoom Outlook Plugin – × Installation Complete
	The installer is ready to install Zoom Outlook Plugin on your computer. Click "Next" to start the installation.	Zoom Dutlook Plugin has been successfully installed. Click "Diose" to exit.
		If your Dutlook is currently running, please restart for the changes to take effect.
	Cancel <back next=""></back>	Cancel < Back Close
Restart Outlook, then you will see it in the top menu.	File Home Send / Receive Folder File Home Send / Receive Folder New New Email Items Schedule a Start Instant Meeting Meeting Juni Zoom	View View Tell me what you want to do ore an Up * Delete Reply Forward K* Delete Reply Forward Delete Respond
Next, navigate to <u>https://cusystem.zoom.us</u> , choose SSO and login with your CU credentials	COOM University of Colorado Mare I General Name (Market General	
	Join Connect to a meeting in progress	
	Host Start a meeting SSO Configure your CU account Non-SSO Configure your Shared CU account Made with Zoom	



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On the left side, choose My Meeting Settings	ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES
	My Profile My Meeting Settings My Meetings My Recordings
	My Webinars Change
Under My Meeting Settings, scroll down until you find Calendar Integration. Click the toggle on the right side.	Mute participants upon entry Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. If Calendar Integration Integrate your calendar service, such as Google calendar, Outlook, or Exchange with Zoom client. If
Under Calendar Integration, for the Exchange login username or UPN enter your CU username followed by @ad.cu.edu.	Meeting Settings > Edit the calendar service Exchange Connect your shared Exchange resource calendars
Under password, enter your CU password. For Exchange version, select Exchange 2013. In the EWS URL, enter https://exchange.cu.edu/ EWS/Exchange.asmx	Exchange login username or UPN boylesn@ad.cu.edu Exchange login password Exchange Version Exchange 2013 • EWS URL
After that, click Authorize and you should be set!	https://exchange.cu.edu/EWS/Exchange.asmx Enter the EWS(Exchange Web Service) URL found in EMC/ECP. Be sure to include the https:// portion of the URL. Authorize Cancel

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.



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