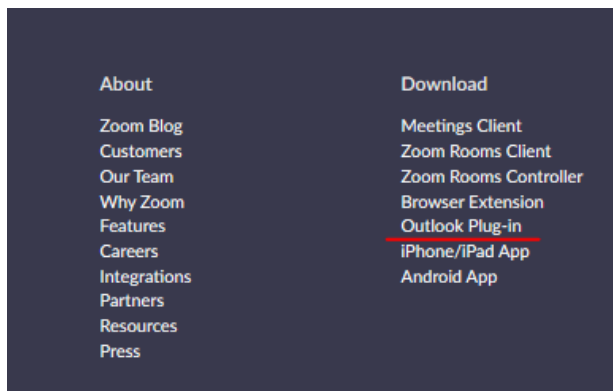


Adding Zoom Outlook Plug-in to Outlook

Below are steps for adding the Zoom Outlook plug-in to Outlook. Installing the plug-in allows you to schedule Zoom meetings directly from Outlook and allows greater flexibility for scheduling specific times.

1. Make sure that Outlook is open
2. Log into duke.zoom.us
3. Scroll to the bottom of the page and click the link for “Outlook Plug-in”



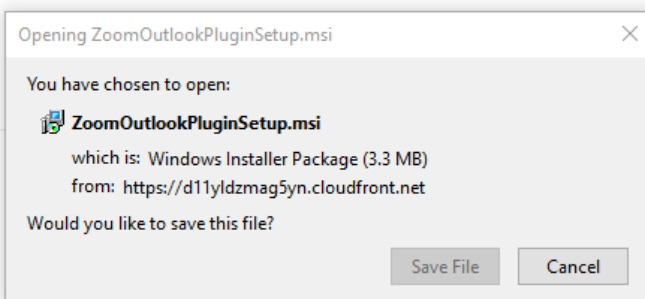
4. Click the blue “Download” button under “Zoom Plugin for Microsoft Outlook”

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.



5. Click the option to “Save File” when the below dialog box appears



- Browse to your Downloads folder (or location where you saved file) and double-click the file name to install the plug-in.
- After installing the plug-in, you will need to restart Outlook in order for the Zoom Plug-in to show in Outlook. You should see Zoom icons as shown below when in the Mail and Calendar views of Outlook.

