-->
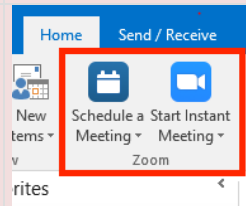
Installing the Outlook Add-in for Zoom

The Zoom Outlook Add-in makes it easy to create Zoom meetings without having to leave Outlook.

There is also an Outlook Zoom **plug-in**, which is an application and which we do NOT recommend installing. The **Add-In** is a native integration in Microsoft Office AppSource.
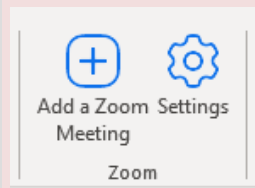
Zoom Add In	Zoom Plug In - NOT Recommended

In order to use the Zoom Outlook Add-in, you need:
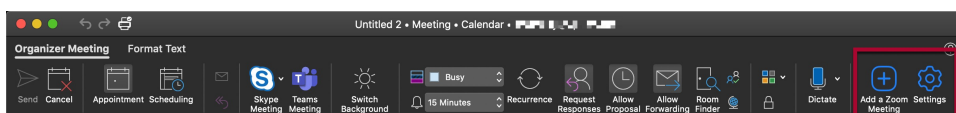
- A Penn Zoom account.
- Microsoft 365 Outlook configured with your PennO365 account

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Adding the Zoom Add-In

1. Launch Outlook and click **All Apps** (in the Outlook ribbon) and then **Add Apps**. If you are using new Outlook, click on **More Apps** (if the option is greyed out, click on an email message to enable it).

2. The Office Add-ins browser will appear. Search for **Zoom** using the search field in the upper left corner.

3. Click **Zoom for Outlook Add-in** and then click **Add** to install.

4. Now when you create a new Meeting or Appointment on your Outlook calendar you'll see two Zoom add-in icons added to the top menu bar: "Add a Zoom Meeting" and "Settings."

5.

6. The first time you click **Add a Zoom Meeting** you'll need to log into your Penn Zoom account. Click **SSO** towards the bottom of the login screen that appears**.**

7. For **domain,** enter: **upenn** . Click **Continue**.

8. Enter your PennKey credentials and click **Log in**.

9. After you sign in, the Zoom add-in will create a Zoom meeting for that appointment and add the details:
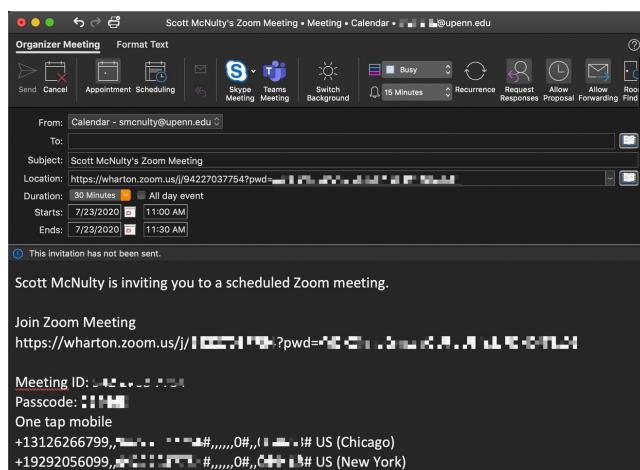
Signing Out of the Zoom Add-in

To sign out of the Zoom Outlook Add-in for any reason:

1. Launch Outlook, switch to your calendar, and **create a new Meeting or Appointment**.

2. In the Meeting or Appointment menu bar click the **Zoom Settings** icon (it is an icon of a blue gear).

3. The Zoom settings panel appears. Click **Sign Out** in the lower right corner.

4. To sign in again, follow the instructions above in Adding the Zoom Add-in.

Questions

For questions, contact Wharton Computing Client Services.