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Installing the Outlook Add-in for Zoom

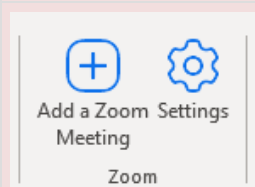
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We are aware that Zoom is rolling out changes to its interface that may affect some of our directions. We are working on updating these pages, but in the meantime you can visit [Zoom's Release Announcement](#). Please [reach out to Wharton Computing](#) if you have any questions.

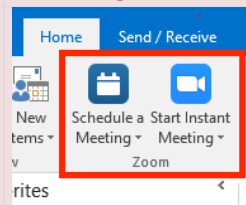
The Zoom Outlook Add-in makes it easy to create Zoom meetings without having to leave Outlook.

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:

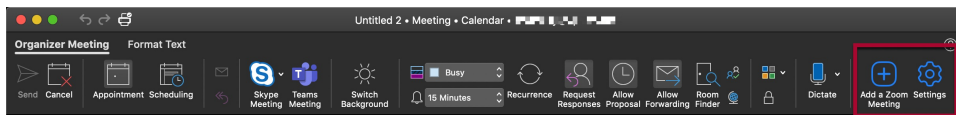
- A [Penn Zoom account](#).
- Microsoft 365 Outlook configured with your PennO365 account

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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**.

Settings

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Sign in with SSO

Enter your company domain

upenn

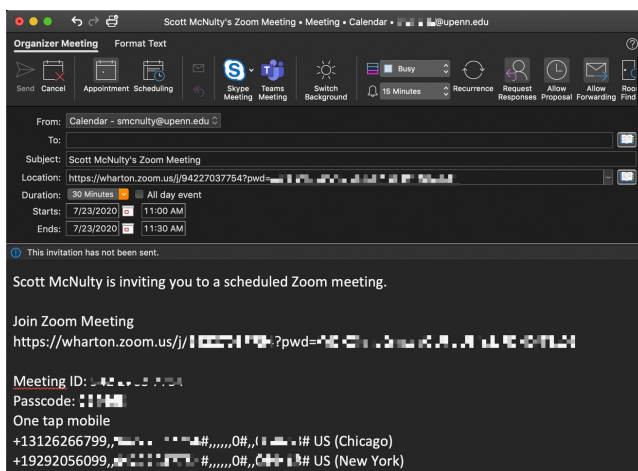
.zoom.us

Continue

[I don't know the company domain](#)

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

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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.

Zoom

Update Remove

Schedule for

Myself

Meeting ID

☒ Generated ID 942 2703 7754

☐ Personal Meeting ID (PMI) 506 809 9151

Security

☒ Passcode 064463

☒ Waiting Room

Video

Host Off

Participant Off

Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

Signed in as Scott McNul... Sign Out

4. To sign in again, follow the instructions above in [Adding the Zoom Add-in](#).

Questions

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For questions, contact [Wharton Computing Client Services](#).