

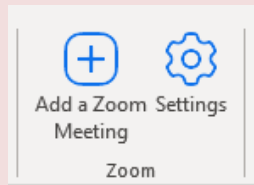
# Installing the Outlook Add-in for Zoom

Last Modified on 09/15/2023 10:44 am EDT

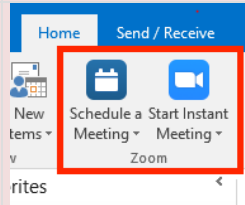
The Zoom Outlook Add-in makes it easy to create Zoom meetings without having to leave Outlook.

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

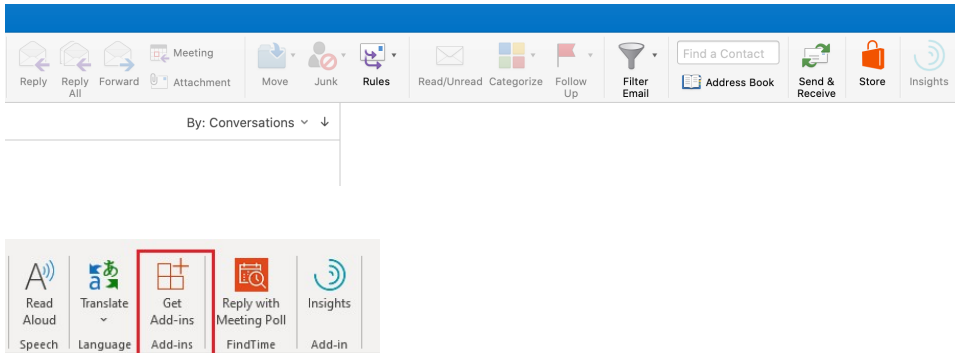


In order to use the Zoom Outlook Add-in you need:

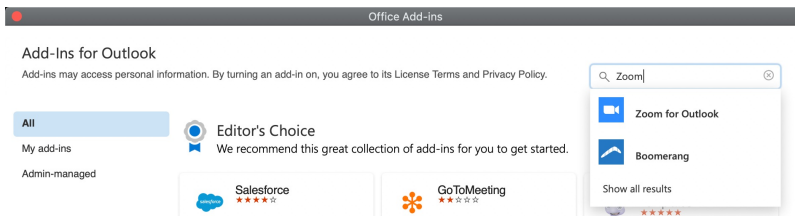
- A Penn Zoom account.
- Outlook 2013, 2016, or newer configured with your PennO365 account

## Directions

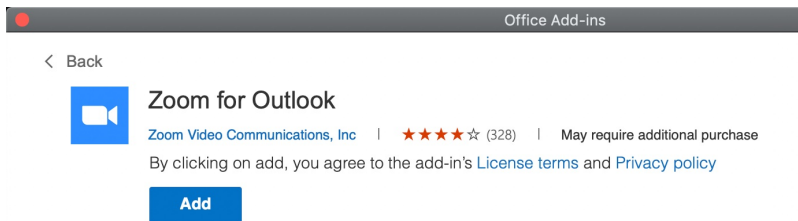
1. Launch Outlook and click the **Store** or **Get Add-ins** in the top menu bar.



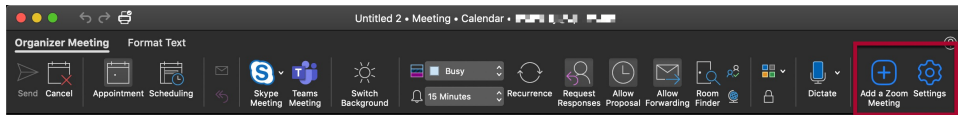
2. The Office Add-ins browser will appear. Search for **Zoom** using the search field in the upper right corner.



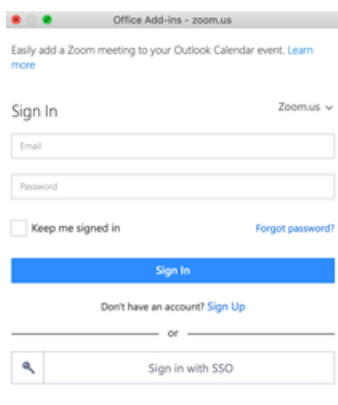
3. Click **Zoom for Outlook** and then click **Add** to install:



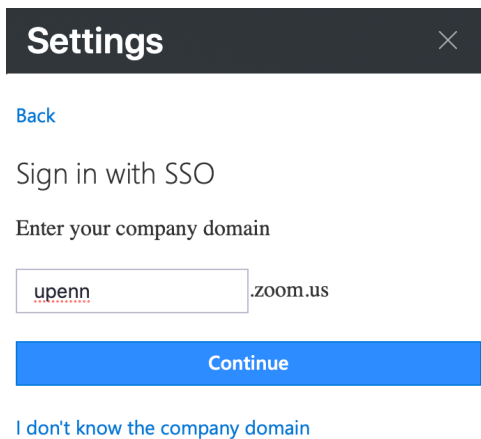
4. Now when you create a new Meeting or Appointment on your Outlook calendar you'll see two Zoom add-in icons added to the top menubar: "Add a Zoom Meeting" and "Settings."



5. The first time you click **Add a Zoom Meeting** you'll need to log into your Penn Zoom account. Choose **Sign in with SSO** on the login screen that appears.



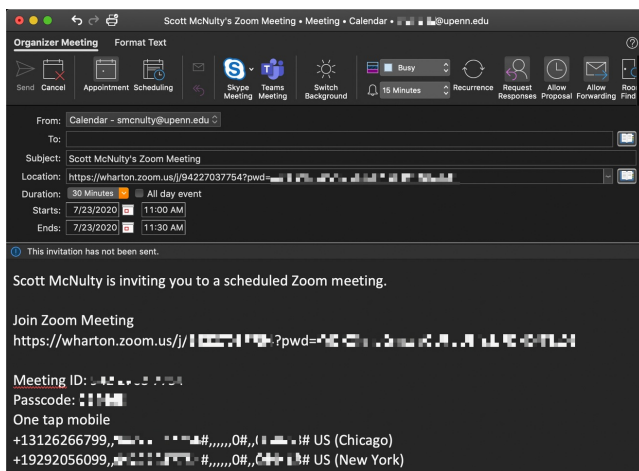
6. For domain, enter: **upenn** . Click **Continue**.



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



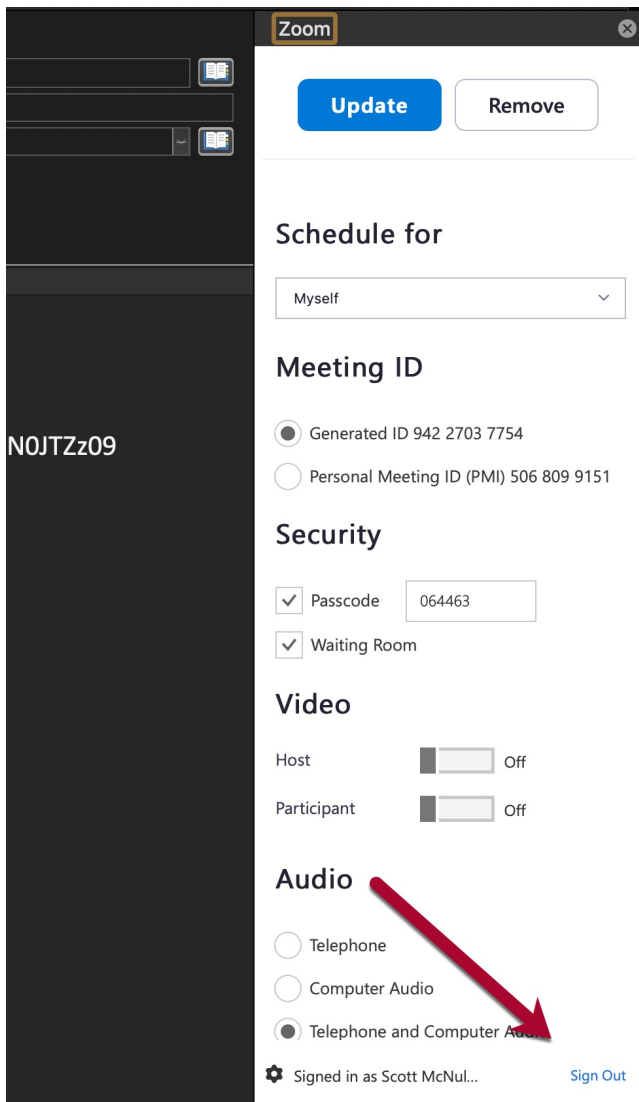
8. After you sign in, the Zoom add-in will create a Zoom meeting for that appointment and add the details:



## Signing Out of the Zoom Add-in

If you want to sign out of the Zoom Outlook Add-in for any reason it is pretty simple.

1. Launch Outlook, switch to your calendar and create a new Meeting or Appointment.
2. In the Meeting or Appointment menubar 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 in the first section of this article.

## Zoom Documentation

Zoom has more details about what you can use their Outlook Add-in for in their KB:

<https://support.zoom.us/hc/en-us/articles/115005223126-Zoom-for-Outlook-add-in-web-and-desktop->