

For up-to-date information on available technology resources during the Coronavirus pandemic, see our [Computing Availability During COVID-19](#) article.

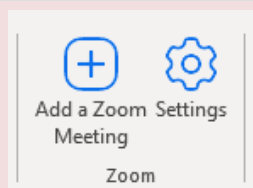
Installing the Outlook Add-in for Zoom

Last Modified on 09/01/2021 11:46 am EDT

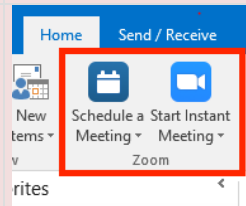
The Zoom Outlook Add-in makes it easy to create Zoom meetings without having to leave Outlook.

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

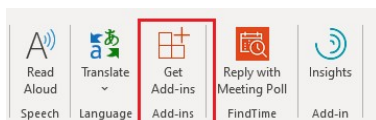
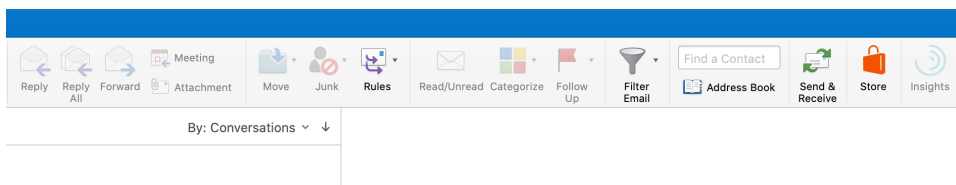


In order to use the Zoom Outlook Add-in you need:

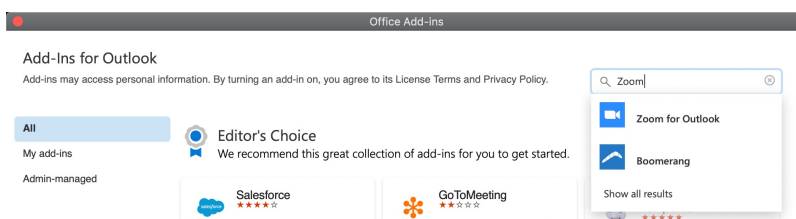
- A Penn Zoom account.
- Outlook 2013, 2016, or newer configured with your PennO365 account

Directions

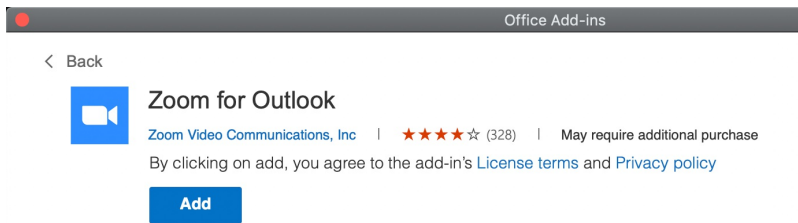
1. Launch Outlook and click the **Store** or **Get Add-ins** in the top menu bar.



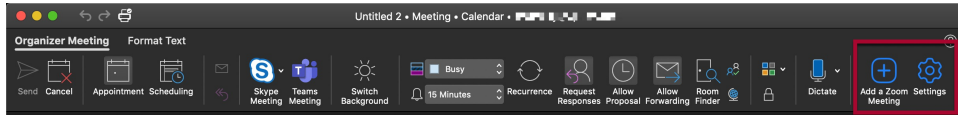
2. The Office Add-ins browser will appear. **Search for Zoom** using the search field in the upper right corner.



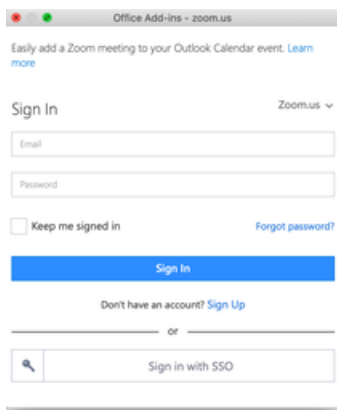
3. Click **Zoom for Outlook** and then click **Add** to install:



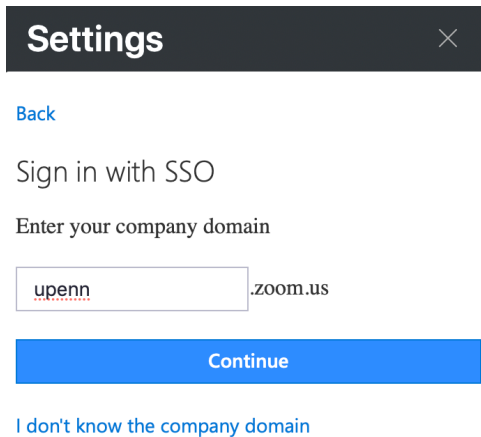
- Now when you create a new Meeting or Appointment on your Outlook calendar you'll see two Zoom add-in icons added to the top menubar: "Add a Zoom Meeting" and "Settings."



- 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.



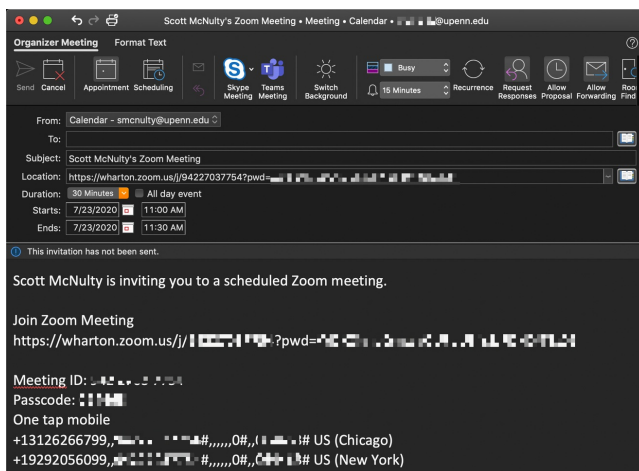
- For "domain" enter: **upenn** . Click **Continue**.



- Sign in with your PennKey credentials.



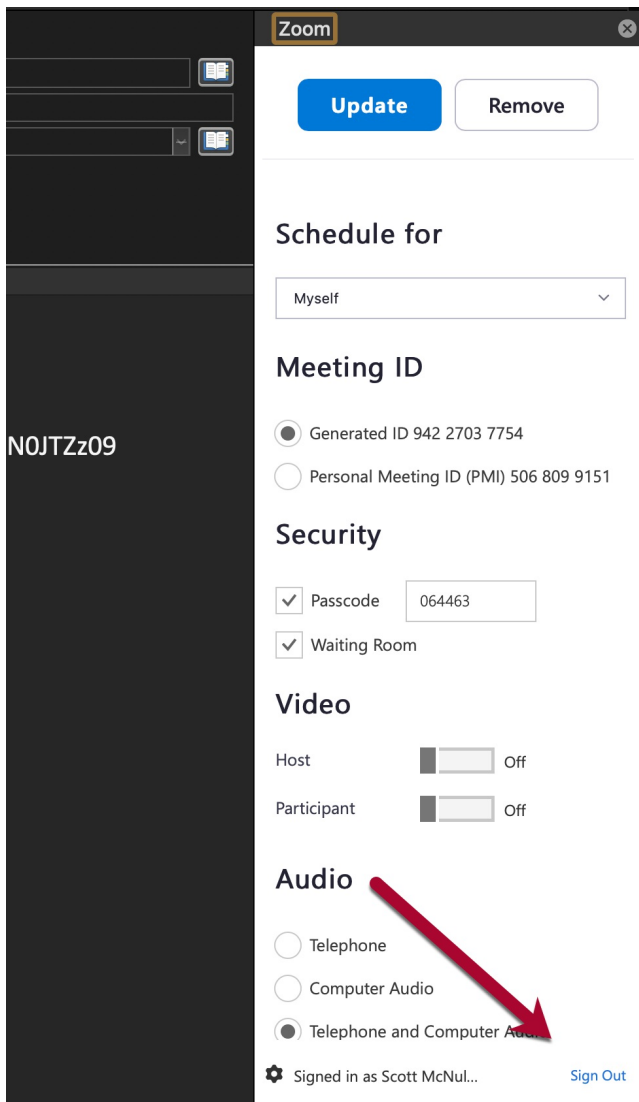
8. After you sign in, the Zoom add-in will create a Zoom meeting for that appointment and add the details:



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->