

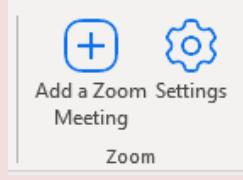
# Installing the Outlook Add-in for Zoom

Last Modified on 12/15/2025 5:02 pm EST

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:

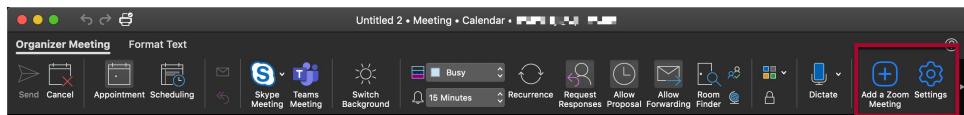
- A Penn Zoom account.
- Microsoft 365 Outlook configured with your PennO365 account

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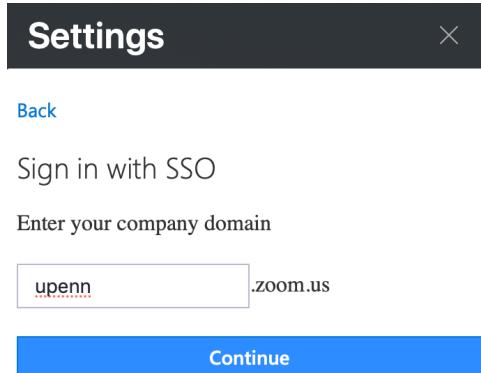
## Adding the Zoom Add-In

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.



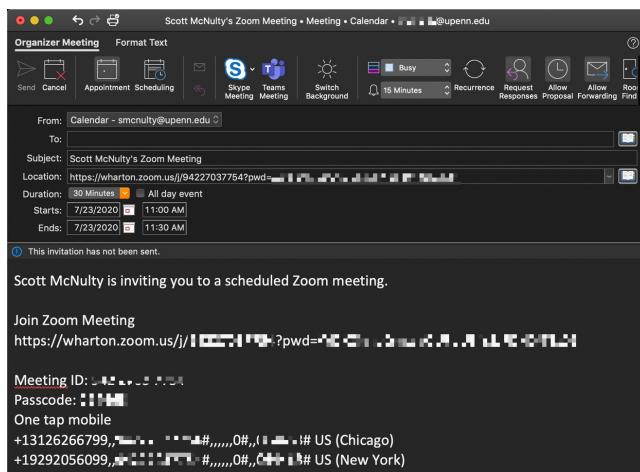
6. The first time you click **Add a Zoom Meeting** you'll need to log into your Penn Zoom account. Click **SSO** towards the bottom of the login screen that appears.

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



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:

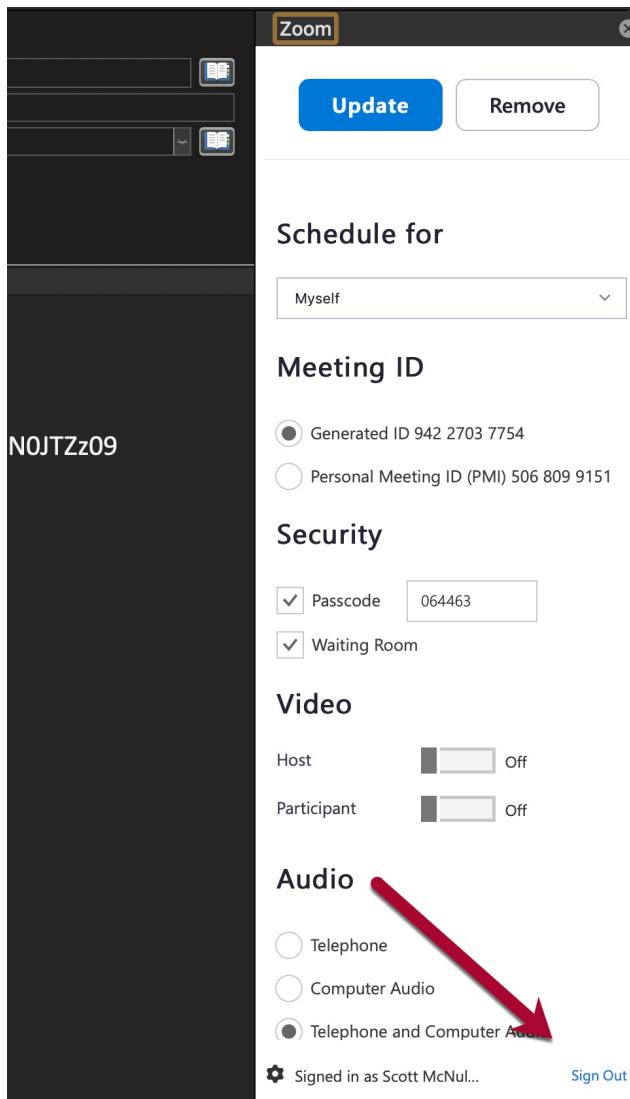


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## Signing Out of the Zoom Add-in

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](#).

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## Questions

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