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.

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 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 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-