The Zoom Plug-in for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click. In order for the plug-in to work, you must also have the Zoom Meeting Client installed as well. Download both **here**.
Note: If Outlook is currently running, you will need to restart for changes to take place.
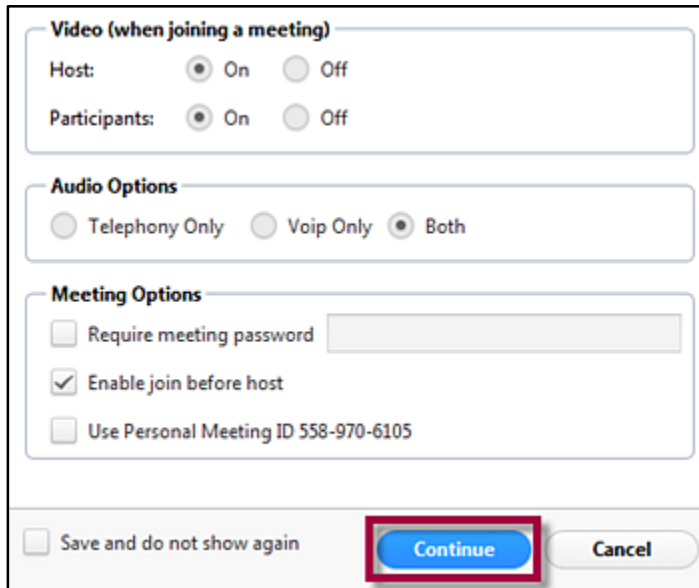
Schedule a Meeting

1. After installing the Zoom Plug-in for Outlook, open the Outlook desktop app.
    Note: The plug-in does not work for the Outlook web app.
2. Under the **HOME** tab, select **Schedule a Meeting** in the **Zoom** section.
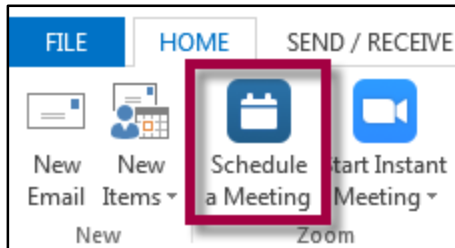
3. A window will appear allowing you to set preferences for the meeting:

    a. **Video (when joining meeting):** Use the radio buttons to determine if video will be on or off when the host and/or participants open the room.
        Note: If you select **Off**, the hosts and participants can still turn their video on after entering the room.
    b. **Audio Options:** Choose whether to allow users to call in via telephone, VOIP (computer audio), or both.
    c. **Password:** If you select the box next to **Require meeting password**, you will be prompted to enter a password that participants will be required to use in order to enter the room.
        Note: This password is not your UVID.
    d. **Enable join before host:** This option will allow participants to enter the room before the host.
    e. **Use Personal Meeting ID:** This will schedule the meeting under your personal meeting ID tied to your account.

4. Once you have set your preferences, select **Continue**.

5. Instructions for joining the meeting will be placed in the text of the email. You can add to or edit the instructions provided. Invite users and set meeting date(s) and times as you would for any other meeting in Outlook.
6. Select **Send**.