# **UIS SERVICE DESK**

## COMPUTER HELP

### How to Integrate Zoom with an Outlook Calendar

#### PURPOSE:

- How to install Zoom Plugin for Outlook 2016
- How to set up Calendar Integration

#### HOW TO INTEGRATE ZOOM WITH AN OUTLOOK CALENDAR:

First, navigate to https://zoom.us/download Download the Zoom Plugin for Microsoft Outlook, as well as the zoom client for Meetings if you do not already have it.	Zoom Client for Meetings The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.		
	Zoom Plugin for Microsoft Outlook         The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.         Download       Version 4.7.52180.0404         Add Zoom as an Add-in for Outlook on the web		
Once you have the programs	# Zcom Outlook Plugin − ×     # Zcom Outlook Plugin − ×     Welcome to the Zoom Outlook Plugin Setup    Select Installation Folder		
downloaded, run the Zoom Plugin for Outlook. Click next on all the screens, then Close at the end. <b>This step does require</b>	Wizard       Image: Computer will guide you through the steps required to instal Zoom Outlook Plugin on your       The instaler will instal Zoom Outlook Plugin to the following folder.         To instal in this folder, cick: "New". To instal to a different folder, enter k below or cick. "Browse".       Edder:         Edder:       C:\Piogram Files (#65)/Zoom/Zoom Outlook Plugin\)       Browse         Disk Cost       Disk Cost		
Administrator rights.	Unauthorized duplication of duffubion of this program, or any portion of it, may result in servere civil or criminal penalties, and will be prosecuted to the maximum estert possible under the law.		



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	<sup>#</sup> Zoom Outlock Plugin − × Confirm Installation	# Zoom Outlook Plugin − × Installation Complete
	The installer is ready to install Zoom Outlook Plugin on your computer. Click "Next" to start the installation.	Zoom Dutlook Plugin has been successfully installed. Click "Diose" to exit.
		If your Dullook is currently running, please restart for the changes to take effect.
	Cancel <back next=""></back>	Cancel < Back Close
Restart Outlook, then you will see it in the top menu.	File Home Send / Receive Folder File Home Send / Receive Folder New New Email Items Schedule a Start Instant Meeting Meeting Juni Zoom	n Up - Delete Reply Forward CM -
Next, navigate to <u>https://cusystem.zoom.us</u> , choose SSO and login with your CU credentials	COOM University of Colorado Mare I General Name ( Market General	
	Join Connect to a meeting in progress	
	Host Start a meeting SSO Configure your CU account Non-SSO Configure your Shared CU account Made with Zoom	



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On the left side, choose My Meeting Settings	SOLUTIONS •       PLANS & PRICING       CONTACT SALES         My Profile       My Meeting Settings       Image: Change         My Recordings       My Webinars       Change
Under My Meeting Settings, scroll down until you find Calendar Integration. Click the toggle on the right side.	Mute participants upon entry         Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.         Calendar Integration         Integrate your calendar service, such as Google calendar, Outlook, or Exchange with Zoom         Client. Image: Comparison of the service of the servic
Under Calendar Integration, for the Exchange login username or UPN enter your CU username followed by @ad.cu.edu.	Meeting Settings > Edit the calendar service         EXchange         Connect your shared Exchange resource calendars
Under password, enter your CU password. For Exchange version, select Exchange 2013. In the EWS URL, enter https://exchange.cu.edu/ EWS/Exchange.asmx	Exchange login username or UPN boylesn@ad.cu.edu Exchange login password Exchange Version Exchange 2013  Exchange 2013
After that, click Authorize and you should be set!	https://exchange.cu.edu/EWS/Exchange.asmx         Enter the EWS(Exchange Web Service) URL found in EMC/ECP. Be sure to include the https:// portion of the URL.         Authorize       Cancel

Keep in mind this isn't a perfect integration, it will only create new meetings for meetings created after this has been done, and changing or deleting meetings will not necessarily reflect in Outlook. The Zoom desktop client will be the best place to check for updated meetings.



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