

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.

Download

Version 4.4.52578.0415

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.

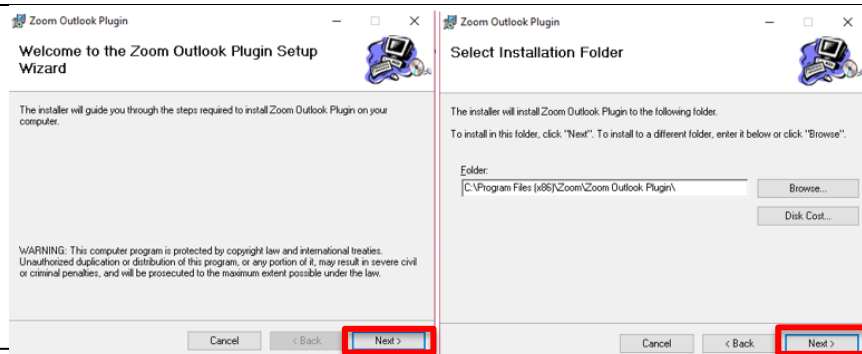
Download

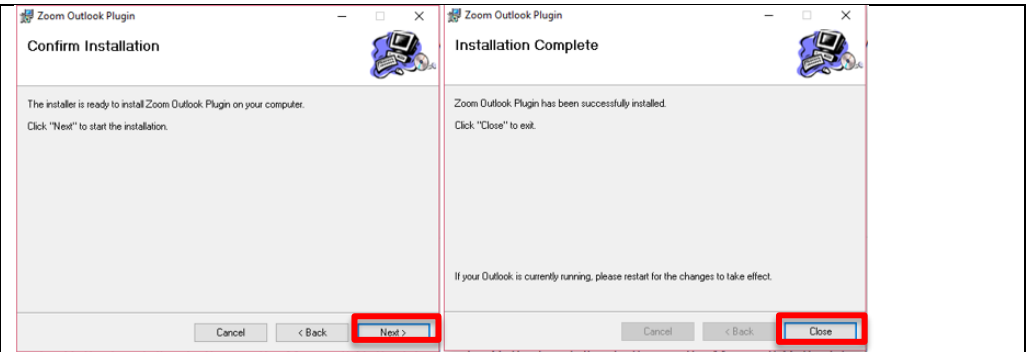
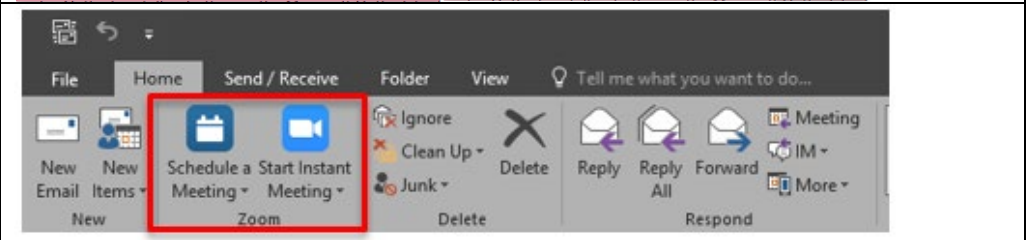
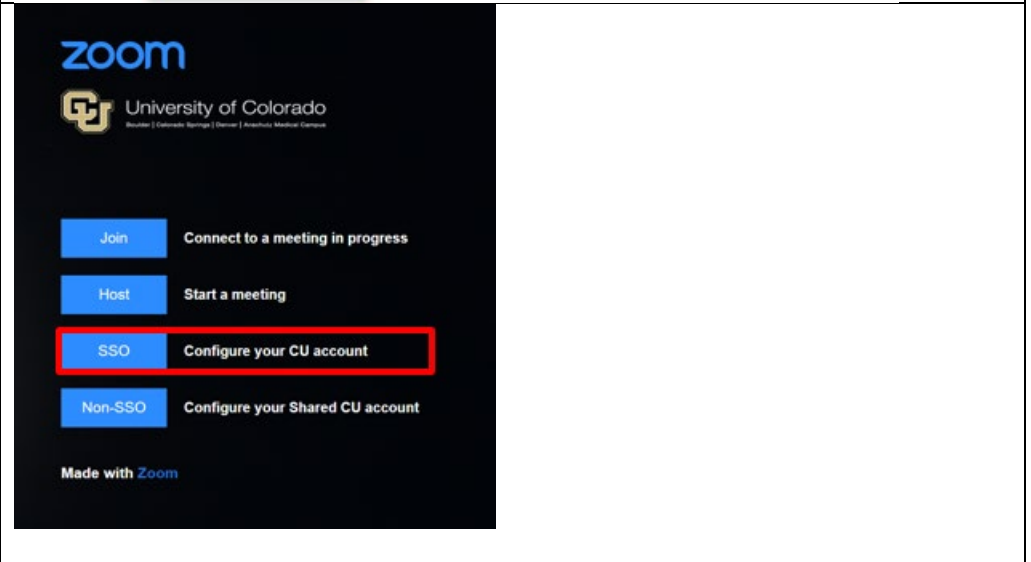
Version 4.7.52180.0404

[Add Zoom](#) as an Add-in for Outlook on the web

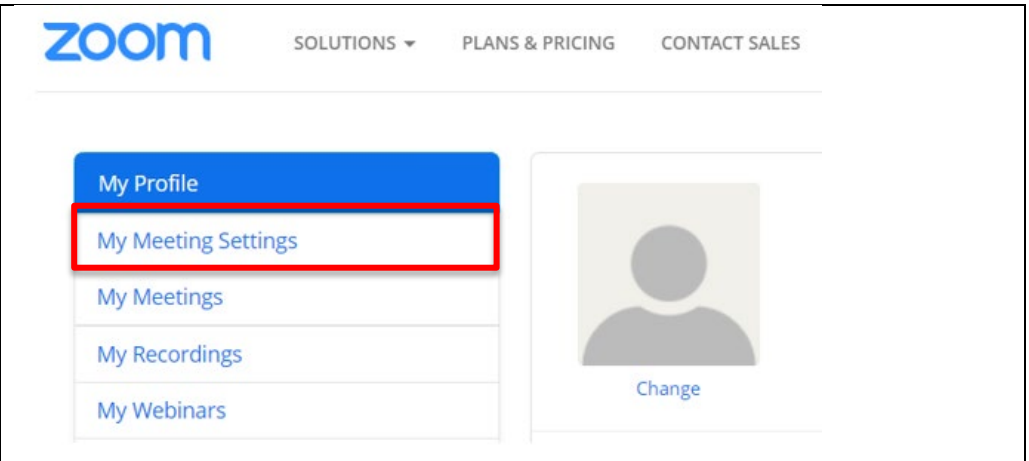
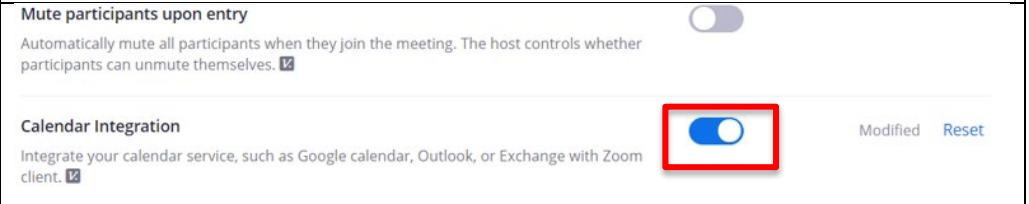
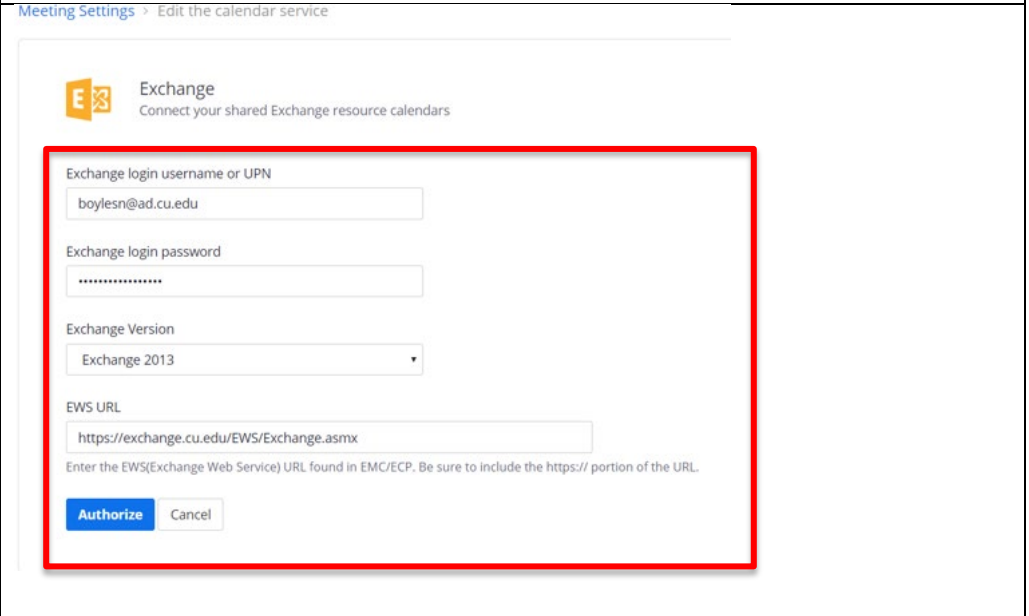
Once you have the programs downloaded, run the Zoom Plugin for Outlook. Click next on all the screens, then Close at the end.

This step does require Administrator rights.



	
<p>Restart Outlook, then you will see it in the top menu.</p>	
<p>Next, navigate to https://cusystem.zoom.us, choose SSO and login with your CU credentials</p>	



<p>On the left side, choose My Meeting Settings</p>	 A screenshot of the Zoom account management page. The 'My Meeting Settings' link in the left-hand navigation menu is highlighted with a red rectangular box. Other menu items include 'My Profile', 'My Meetings', 'My Recordings', and 'My Webinars'. To the right, there is a profile picture placeholder with a 'Change' button below it. At the top, there are links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'.
<p>Under My Meeting Settings, scroll down until you find Calendar Integration. Click the toggle on the right side.</p>	 A screenshot of the 'Meeting Settings' page. The 'Calendar Integration' section is visible, with a blue toggle switch turned on. This toggle switch is highlighted with a red rectangular box. To the right of the toggle are the words 'Modified' and 'Reset'. Above the toggle, there is a section for 'Mute participants upon entry' with its own toggle switch.
<p>Under Calendar Integration, for the Exchange login username or UPN enter your CU username followed by @ad.cu.edu.</p> <p>Under password, enter your CU password. For Exchange version, select Exchange 2013. In the EWS URL, enter https://exchange.cu.edu/EWS/Exchange.asmx</p> <p>After that, click Authorize and you should be set!</p>	 A screenshot of the 'Exchange' integration form. The form fields are: 'Exchange login username or UPN' (filled with 'boylesn@ad.cu.edu'), 'Exchange login password' (filled with dots), 'Exchange Version' (set to 'Exchange 2013'), and 'EWS URL' (filled with 'https://exchange.cu.edu/EWS/Exchange.asmx'). The 'Authorize' button is highlighted with a red rectangular box. Below the form, there is a note: 'Enter the EWS(Exchange Web Service) URL found in EMC/ECP. Be sure to include the https:// portion of the URL.' There is also a 'Cancel' button next to the 'Authorize' button.

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.