

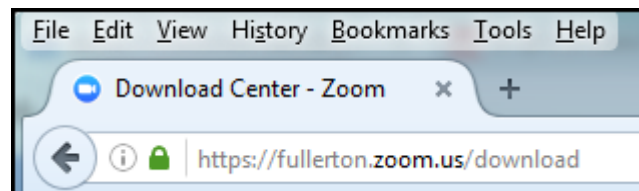
Downloading the Zoom Outlook Plug-In

This article covers how to download the Zoom Outlook plug-in which allows you to schedule Zoom meetings using Microsoft Outlook.

Choose your computer type

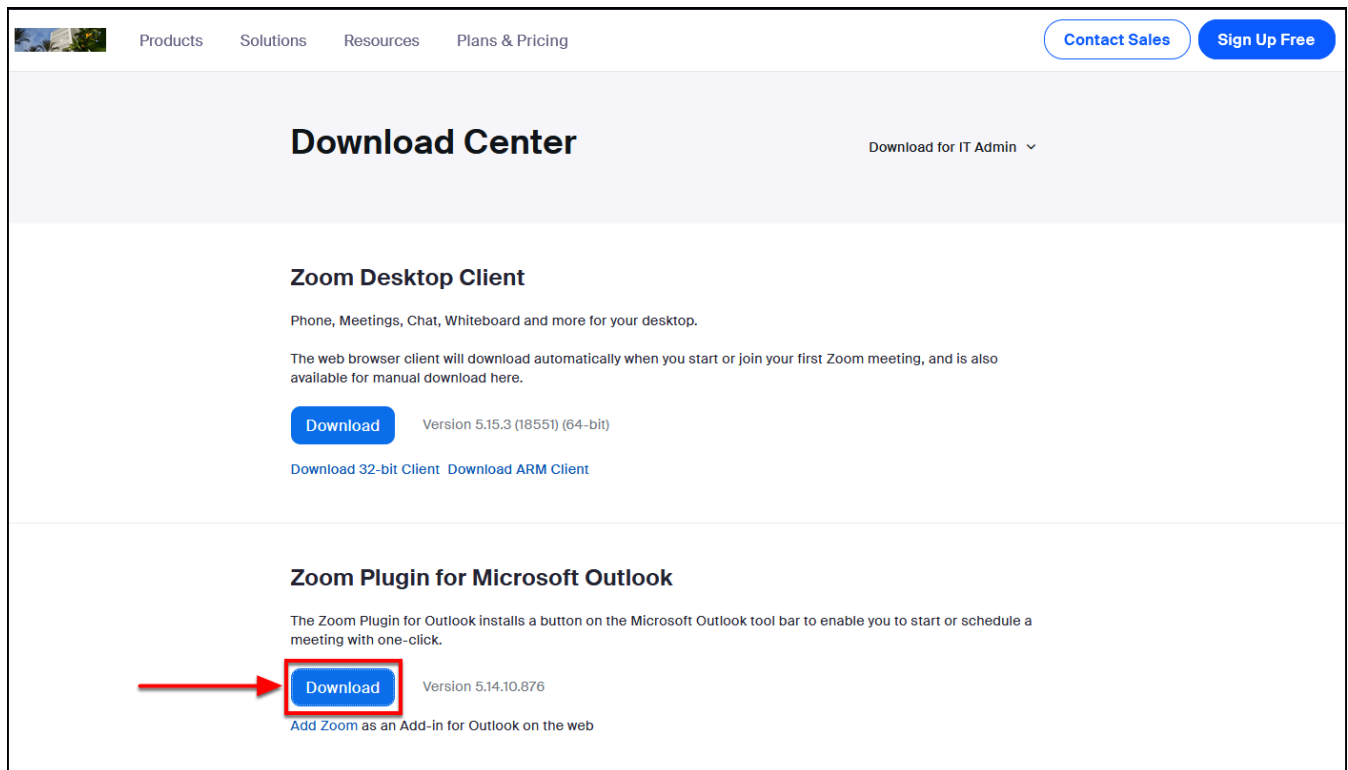
I am using a PC (Windows)

1. Open your browser to the Zoom Download Center.



Open your browser to the [Zoom Download Center](https://fullerton.zoom.us/download).

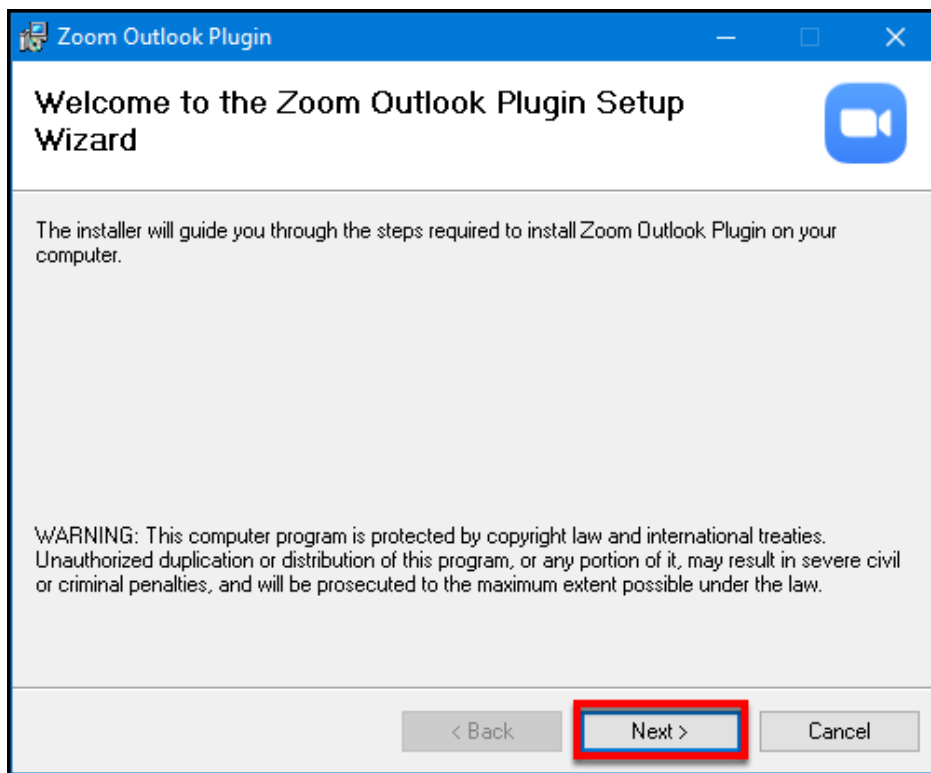
2. Scroll down and click on the Download button under Zoom Plugin for Microsoft Outlook.



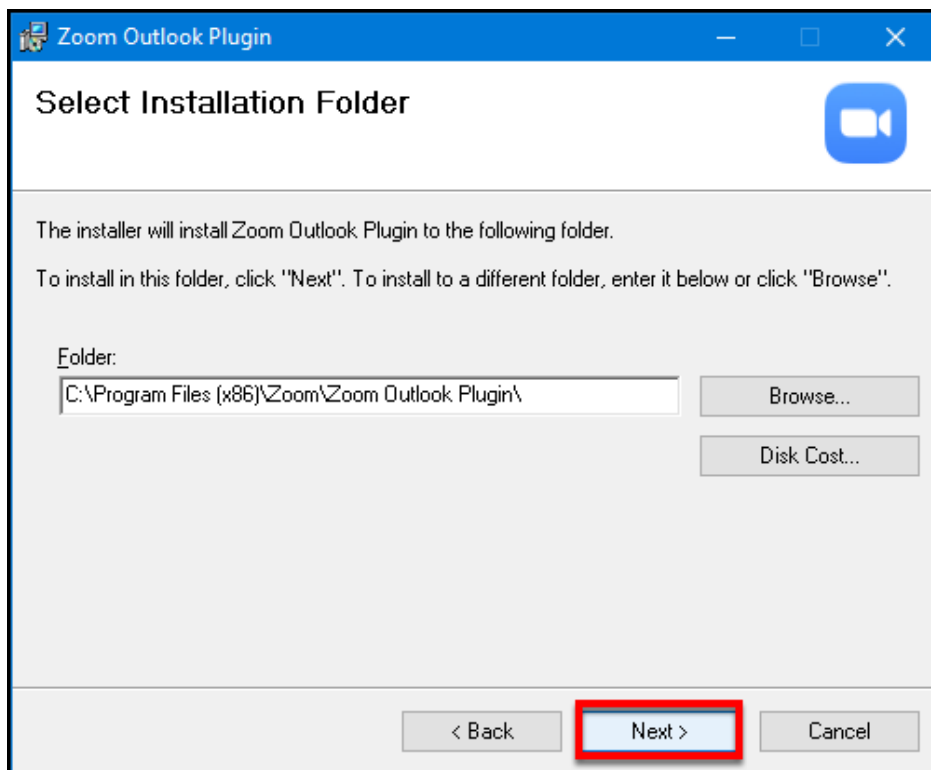
3. The wizard starts. Click Next.



You will have to close Outlook if it is currently running.




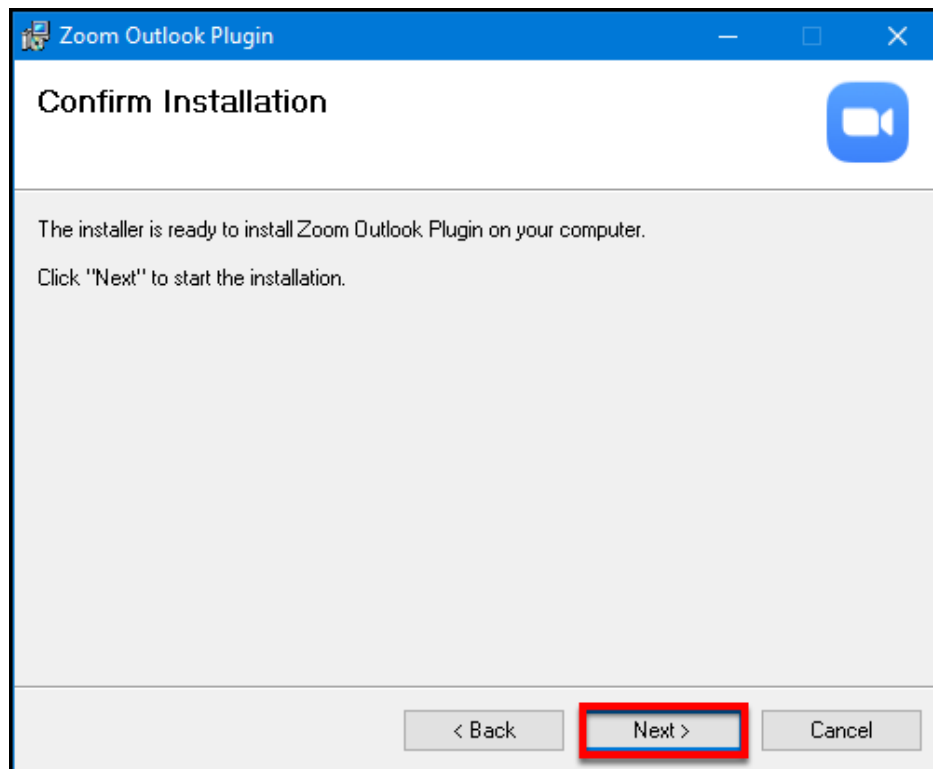
4. Click Next.



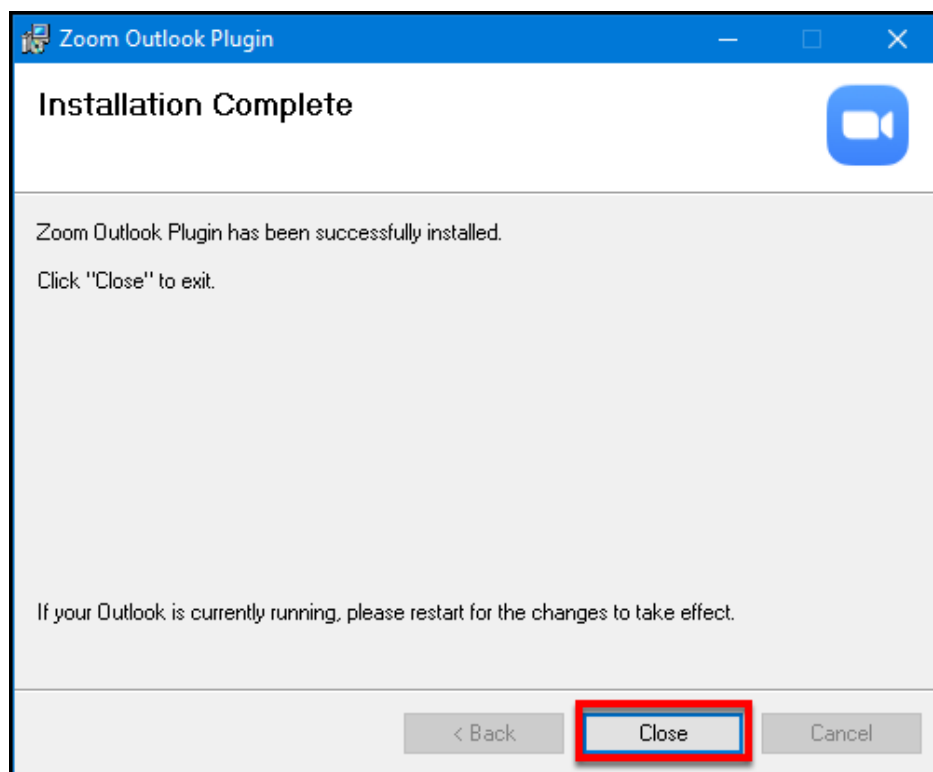
It is recommended that you allow Zoom to install in the default location. Simply click **Next**.

5. Click Next to confirm the installation.

 You may get a message asking you to confirm that you want to install this on your machine.

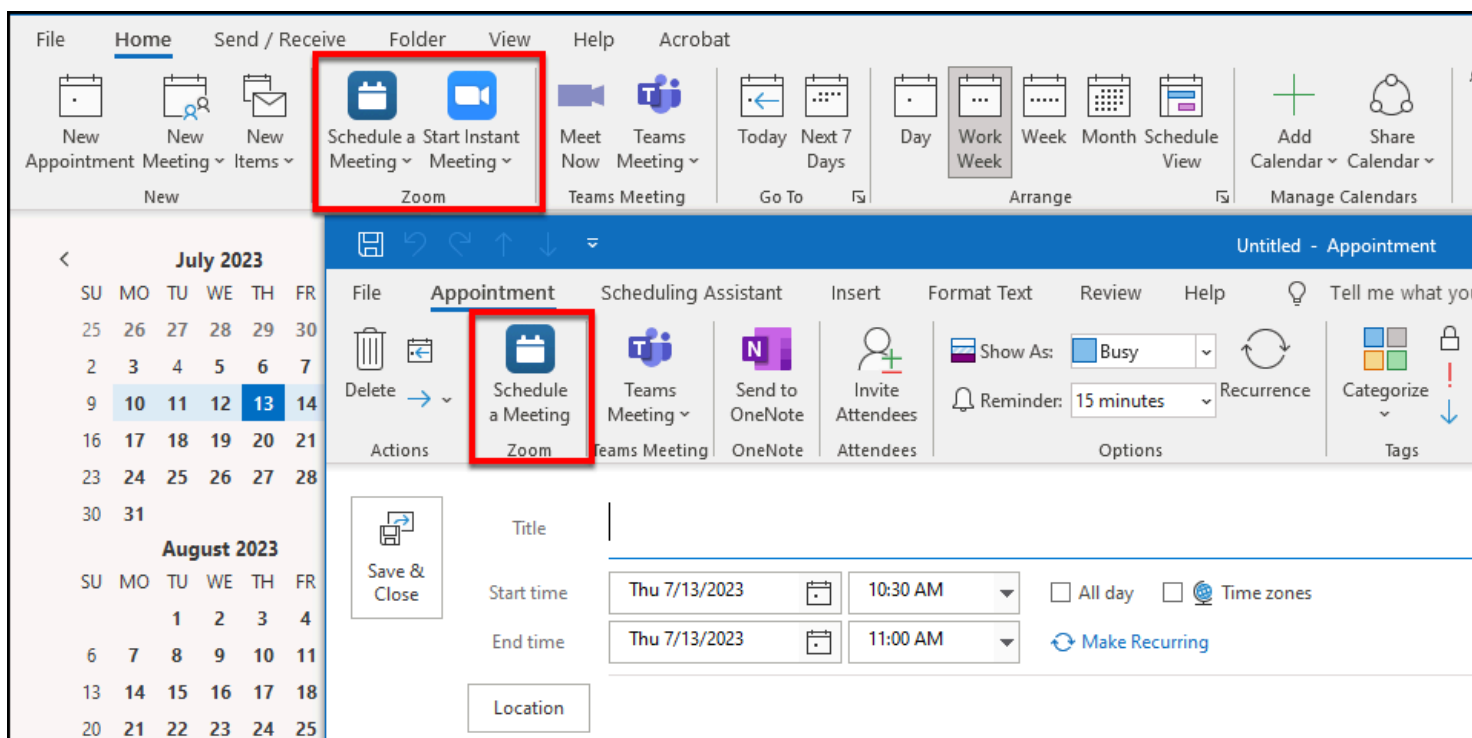


6. Click Close when the installation is complete.



7. You should now see a Zoom section in your Home ribbon as well as in new meeting requests.

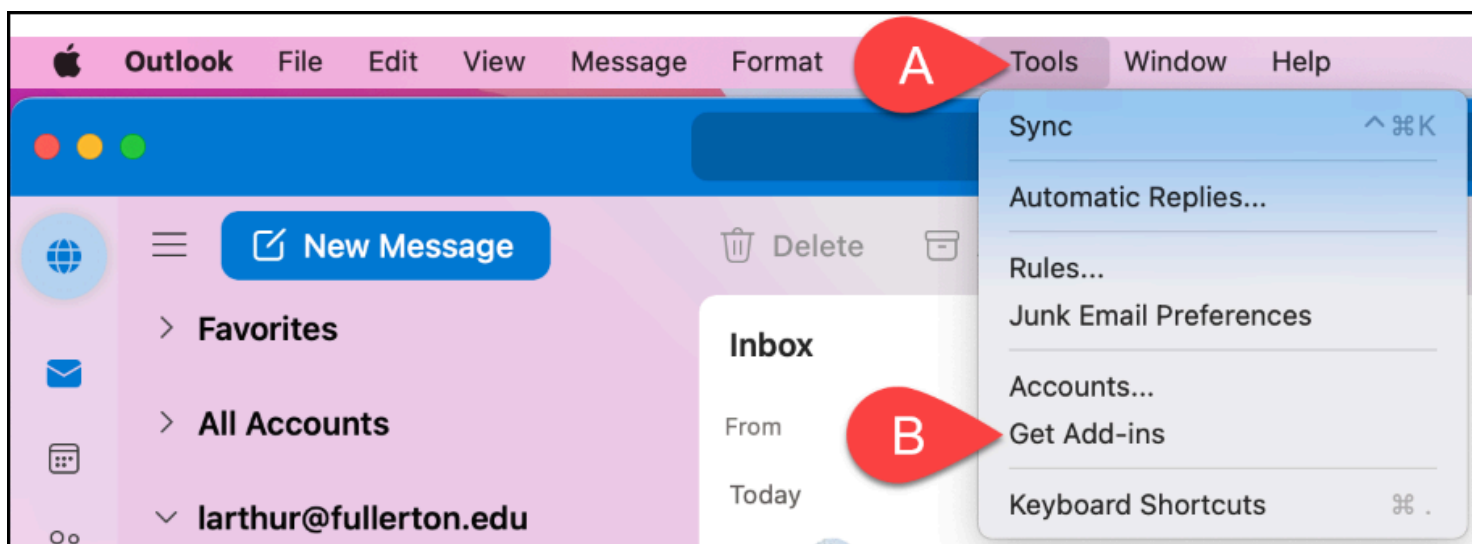
 You may need to have the [Zoom Desktop client](#) installed on your computer to schedule meetings in Outlook.



You can now schedule a meeting or start an instant meeting directly from Outlook.

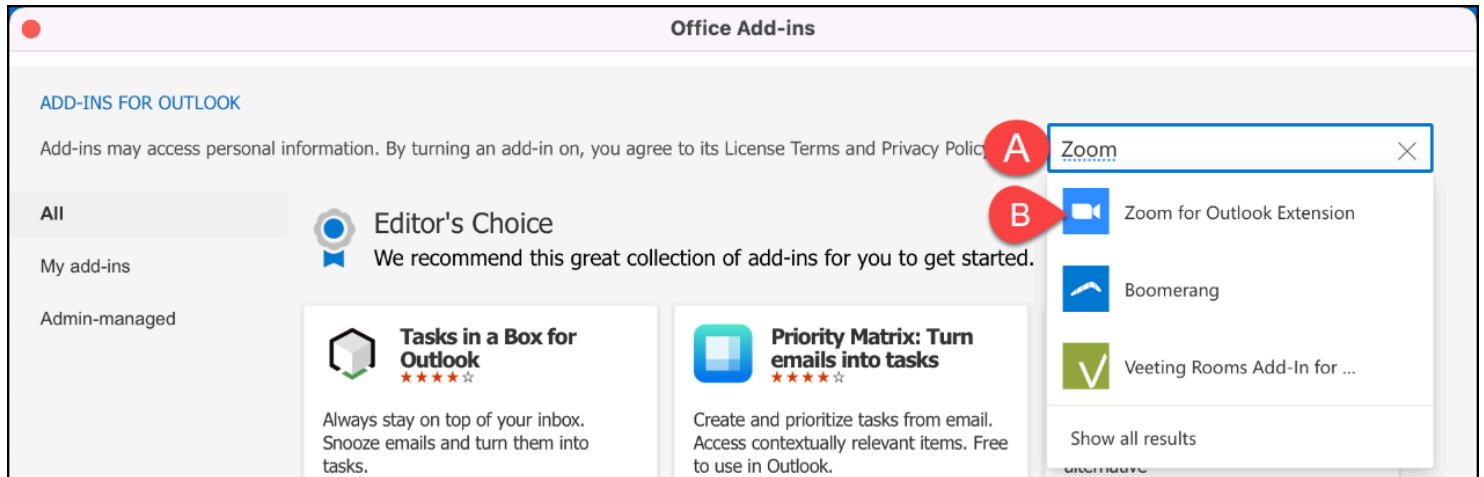
I am using a Mac

1. Open Microsoft Outlook. Click on the Tools menu and then select Get Add-ins.

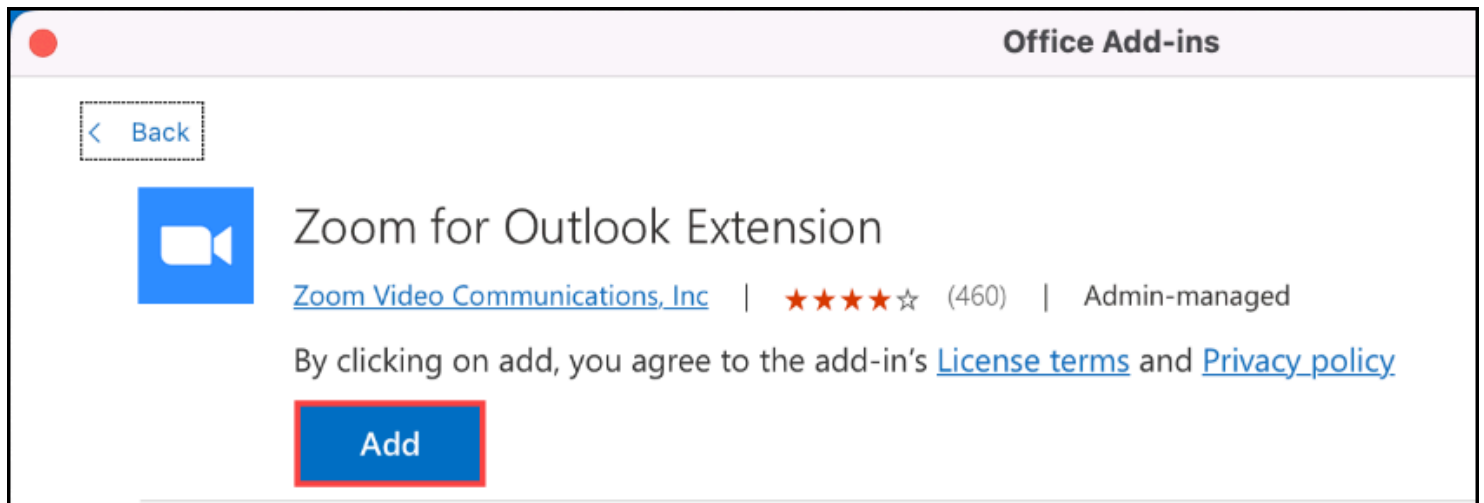


- A. Click on the **Tools** menu.
- B. Select **Get Add-ins**.

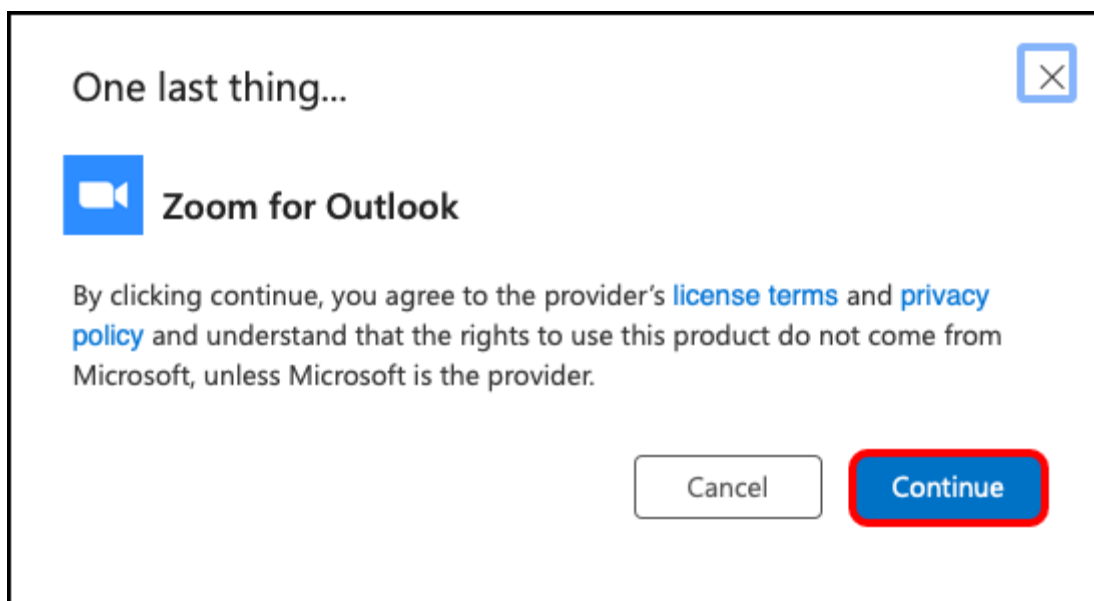
2. Search for Zoom in the search box and then click on Zoom for Outlook.




3. Click Add.

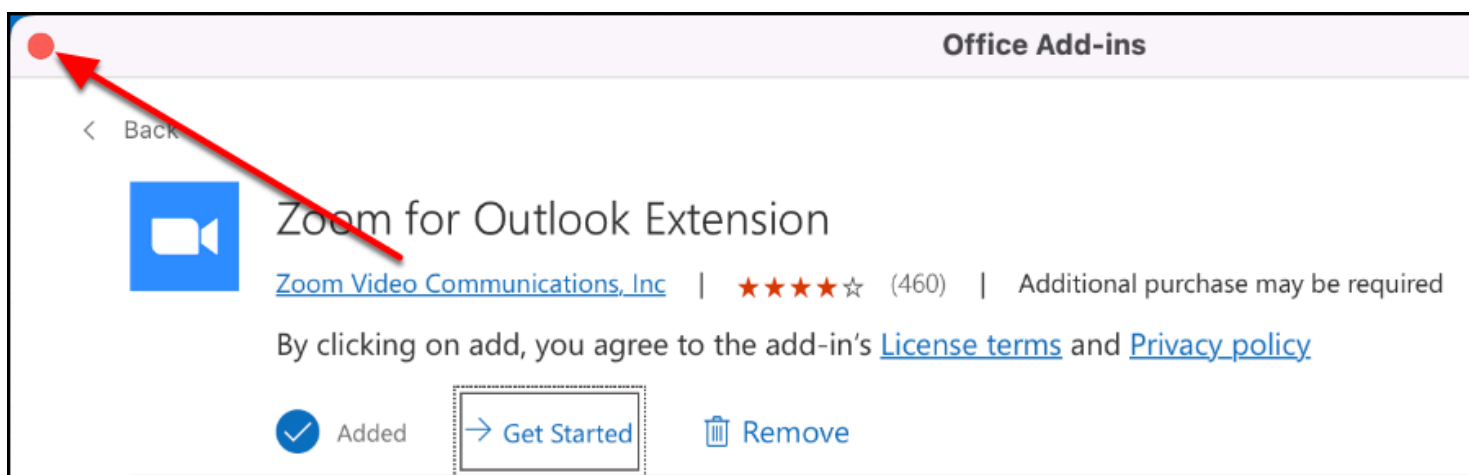


4. If prompted, click Continue.

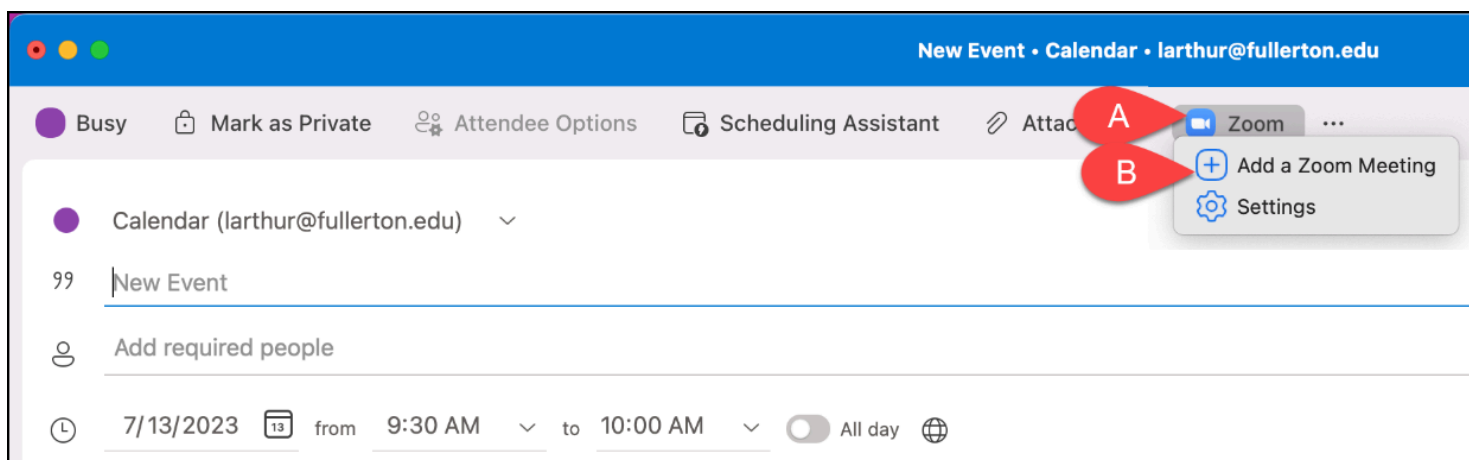


5. Close the Add-ins for Outlook screen by clicking the red button at the top left.

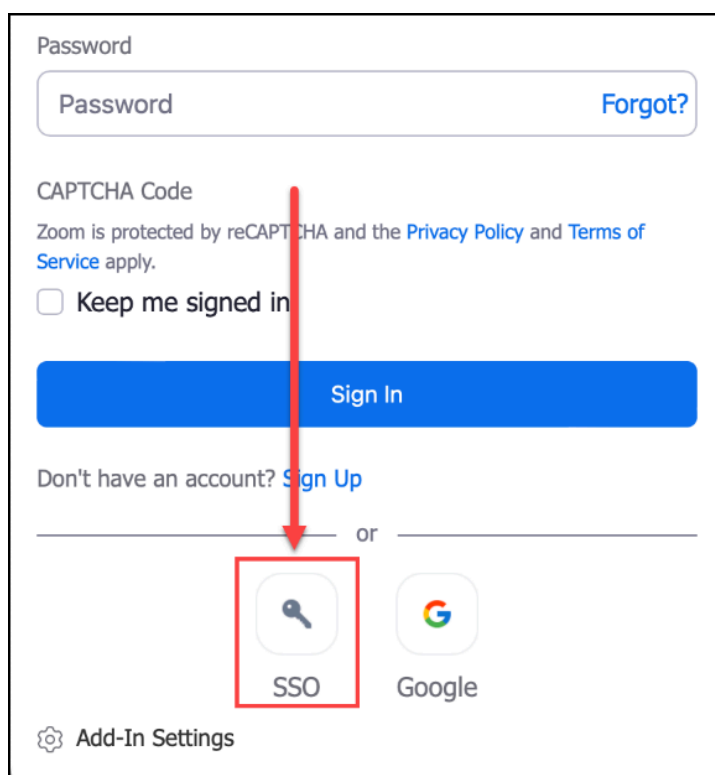
 Note that even though the add-in indicates an additional purchase may be required, you will not have to pay for this add-in as CSUF has a license.



6. Open a new meeting request. Click Zoom and then select Add a Zoom Meeting.



7. Scroll down and click SSO to sign in to Zoom with your CSUF account.



8. Enter Fullerton as the company domain. Click Continue.

Office Add-ins - zoom.us

[Back](#)

Sign in with SSO

Enter your company domain

fullerton **A** .zoom.us

B Continue

[I don't know the company domain](#)

- A. Enter **fullerton** as the company domain.
- B. Then click **Continue**.

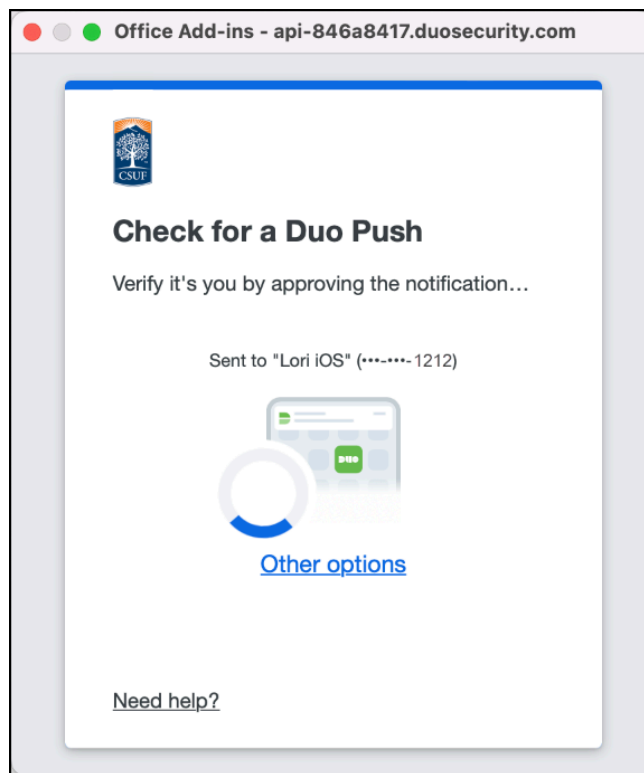
9. Enter your campus username and password. Then click Login.


10. You'll be prompted to authenticate with Duo.

 New to Duo?

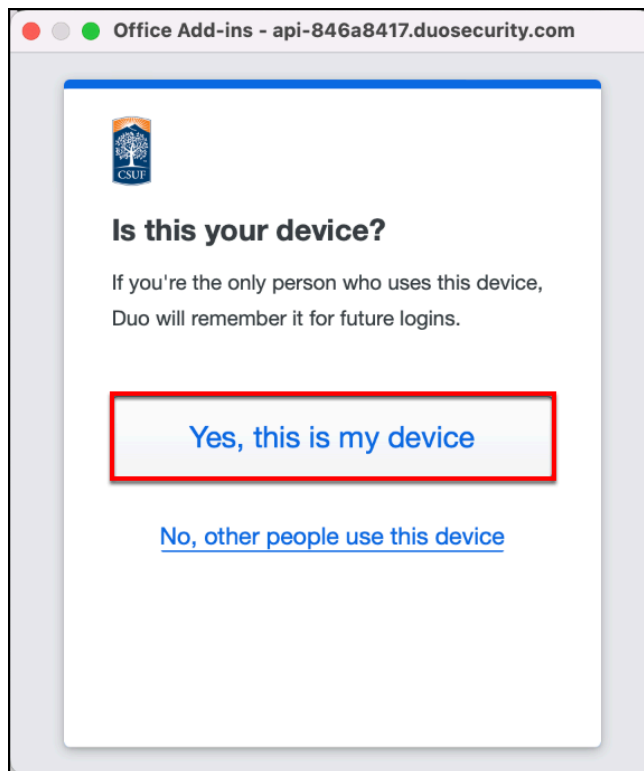
[View Duo guides for Faculty/Staff/Emeriti](#)

[View Duo guides for Students](#)

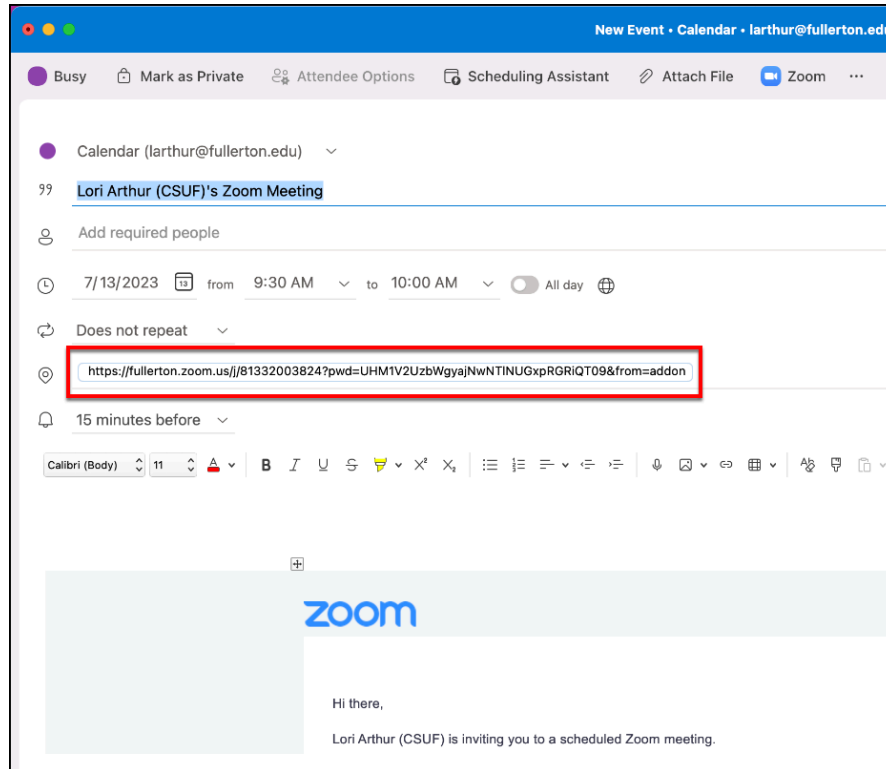


 Remember you can use **Other options** to choose another way to authenticate with Duo.

11. Choose Yes, this is my device to save your Duo authentication.



12. Zoom will add a Zoom meeting to your calendar invite. You're all set! You can continue creating the meeting or cancel it if you don't need to schedule a Zoom meeting at the moment.



Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

[View the Zoom Help & Resources article.](#)