

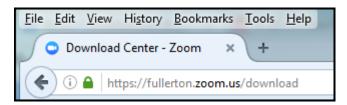
Downloading the Zoom Outlook Plug-In

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 <u>Zoom Download Center</u>.



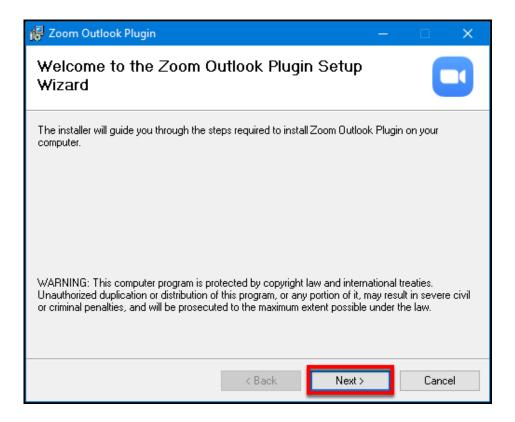
2. Scroll down and click on the Download button under Zoom Plugin for Microsoft Outlook.

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	Phone The w availa Do	reb browser client ble for manual do wnload Ve	, Whiteboard and more t t will download automati	ally when you start or join your first Z	oom meeting, and is also		
	The Z meeti	oom Plugin for Ou ing with one-click wnload		Dutlook	able you to start or schedule a	a	

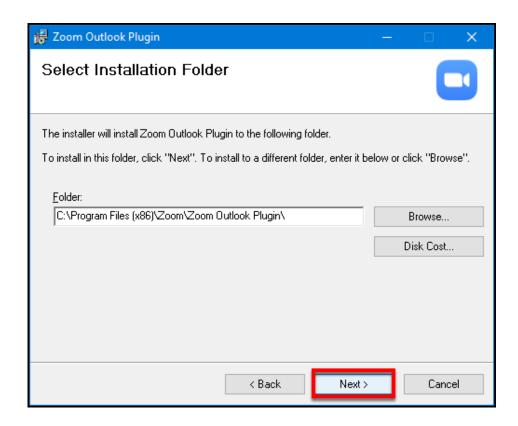
3. The wizard starts. Click Next.

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





4. Click Next.

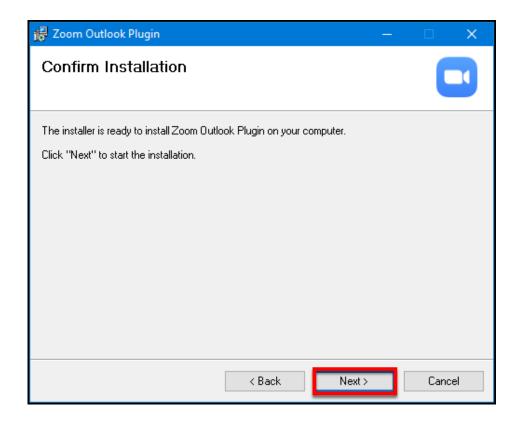


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It is recommended that you allow Zoom to install in the default location. Simply click **Next**.

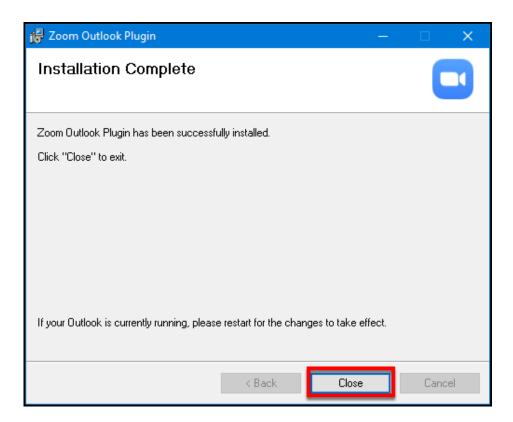
5. Click Next to confirm the installation.

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 <u>Zoom Desktop client</u> installed on your computer to schedule meetings in Outlook.

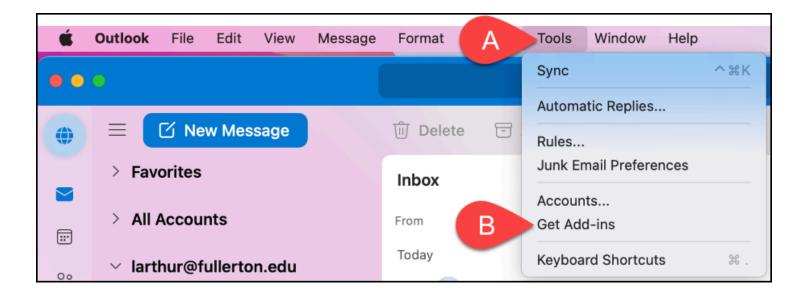


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You can now schedule a meeting or start an instant meeting directly from Outlook.

I am using a Mac

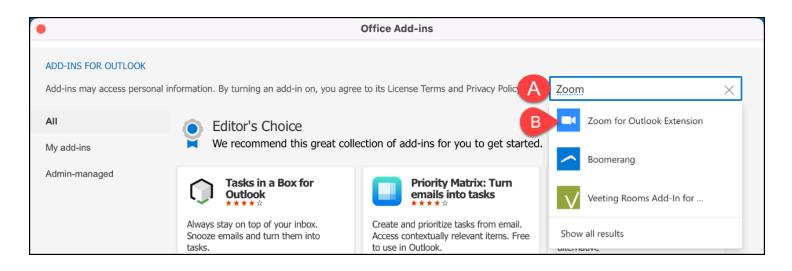
1. Open Microsoft Outlook. Click on the Tools menu and then select Get Add-ins.



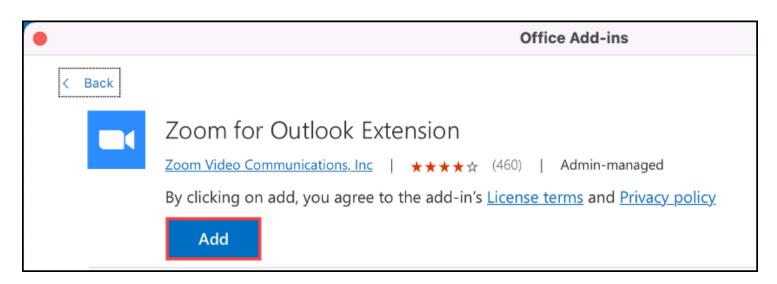


- A. Click on the **Tools** menu.
- B. Select **Get Add-ins**.

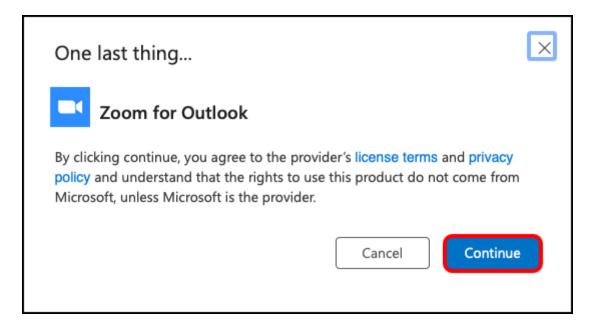
2. Search for Zoom in the search box and then click on Zoom for Outlook.



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.

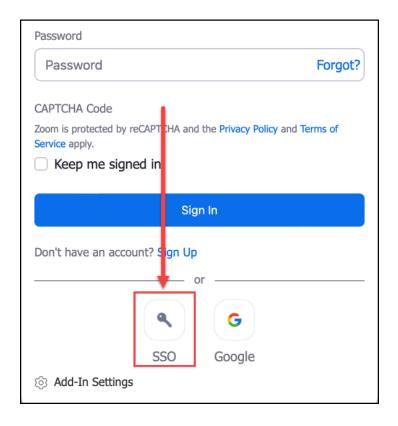




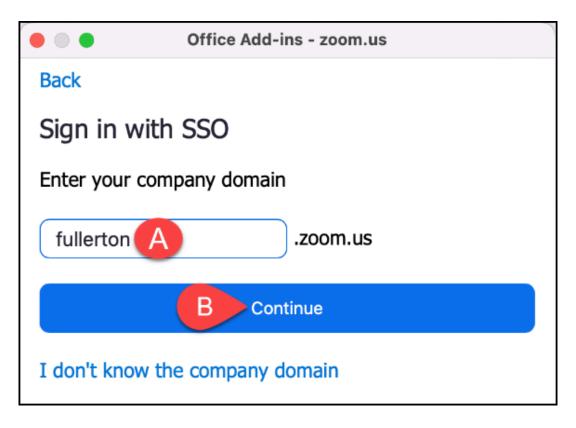
6. Open a new meeting request. Click Zoom and then select Add a Zoom Meeting.

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0	Add required people								
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7. Scroll down and click SSO to sign in to Zoom with your CSUF account.



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



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

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



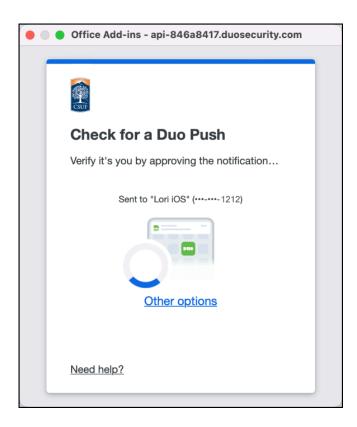
10. You'll be prompted to authenticate with Duo.

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.

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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.

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99	Lori Arthur (CSUF)'s Zoom Meeting									
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	Hi there,									
	Lori Arthur (CSUF) is in	viting you to a scheduled Zoon	m meeting.							

Need More Help?

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

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

View the Zoom Help & Resources article.