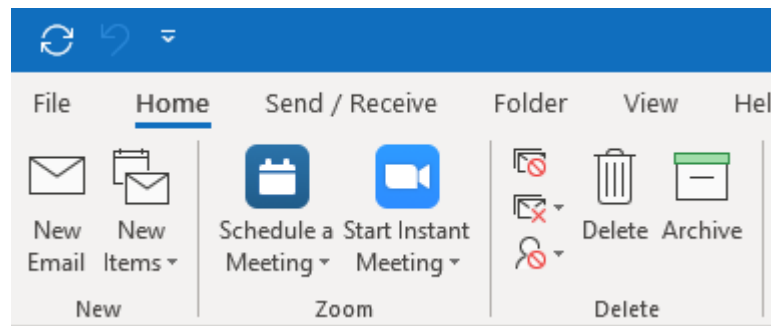


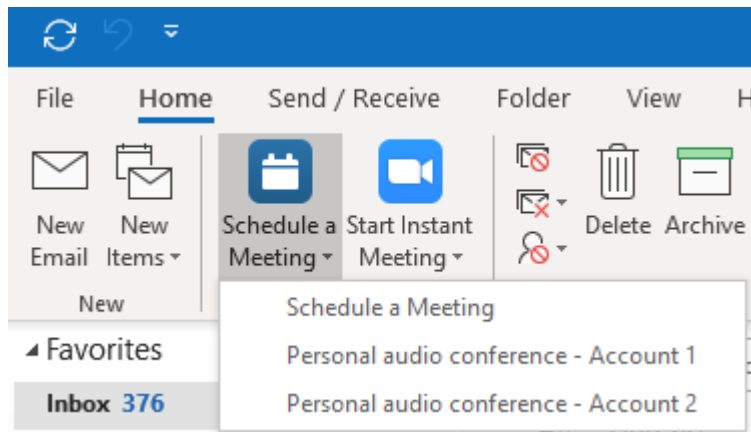
Zoom outlook plugin

Depending on your organisations IT will depend on if you need to download the addon from your company “**App store**” or if it’s already installed on your machine.



If the plugin is installed on your machine, you will be able to see a zoom tab within your outlook taskbar

Schedule a meeting through mail 1/3



Clicking on the down arrow will allow you to schedule a meeting with a random meeting ID or through any audio conference accounts if configured on your account

Schedule a meeting through mail 2/3

Zoom - Schedule a Meeting

Video (when joining a meeting)

Host: On Off

Participants: On Off

Audio Options

Telephone Computer Audio Telephone and Computer Audio

Dial in from United Kingdom and 4 other countries/regions [Edit](#)

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 230-790-5976

Record the meeting automatically

Force include Join URL in location field

Insert Zoom meeting invitation above existing text

Schedule for:

Alternative hosts:

Example:john@company.com;peter@school.edu

Save and do not show again Continue Cancel

Video – Configure if mandatory for meeting


Audio – Configure if participants can use both telephony and computer audio


Can set password

Automatically allow users to join before host
Can use PMI (personal meeting ID) if you'd like
Record automatically

Select delegates or alternative hosts to the meeting

Schedule a meeting through mail 3/3

 You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

 **Send**

From: kirk.sollars@innovateuk.ukri.org

To:

Subject: **Frank Zoom Meeting**

Location: <https://ukri.zoom.us/j/373063571>

Start time: Wed 08/05/2019 04:30 All day event

End time: Wed 08/05/2019 05:00

Frank is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://ukri.zoom.us/j/373063571>

One tap mobile
+442039663809,,373063571# United Kingdom
+442036950088,,373063571# United Kingdom

Dial by your location

- +44 203 966 3809 United Kingdom
- +44 203 695 0088 United Kingdom
- 800 031 5717 United Kingdom Toll-free
- +32 3 808 0455 Belgium
- +32 2 588 4188 Belgium
- 800 267 88 Belgium Toll-free
- +33 7 5678 4048 France
- +33 1 8288 0188 France
- 805 082 588 France Toll-free
- +91 22 62 192 563 India
- +91 22 71 279 525 India

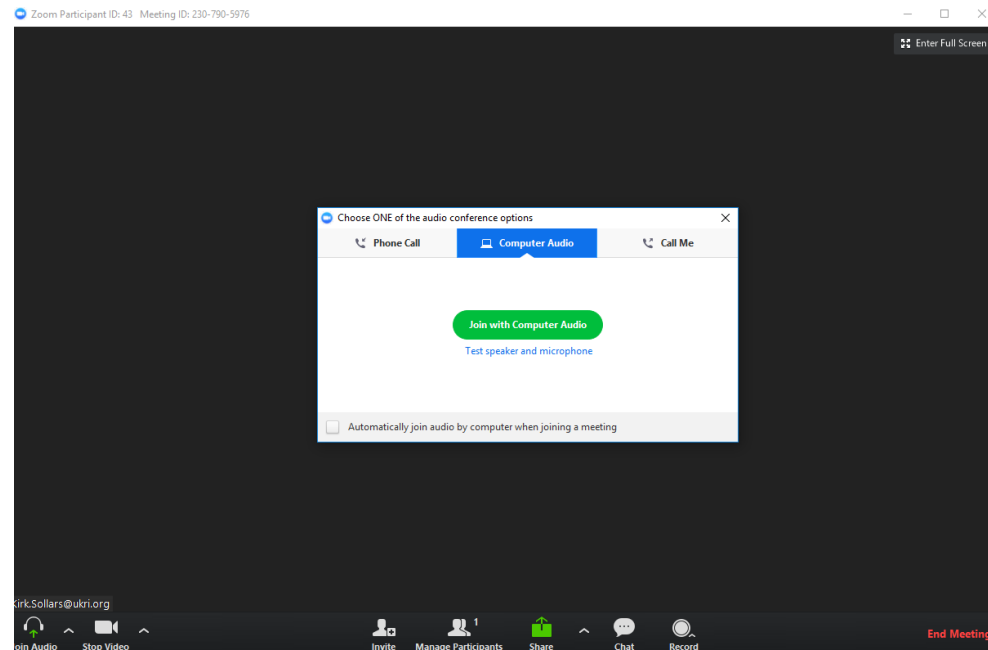
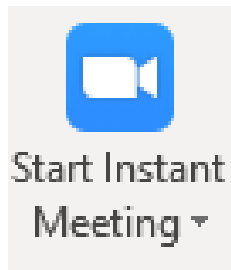
This will then populate outlook with all the relevant meeting information.

You will then be able to invite attendee like any other meeting

Please note : Scheduling a meeting without your PMI will generate a random meeting ID

Start instant meeting

By clicking on “Start Instant Meeting”, you will be put into your own personal meeting room.



Additional material

Zoom official guide can be found here

<https://support.zoom.us/hc/en-us/articles/200881399-Microsoft-Outlook-Plugin-Desktop->

