



Step 1: Download and Install Zoom Plug-in for Microsoft Outlook here <https://zoom.us/download>

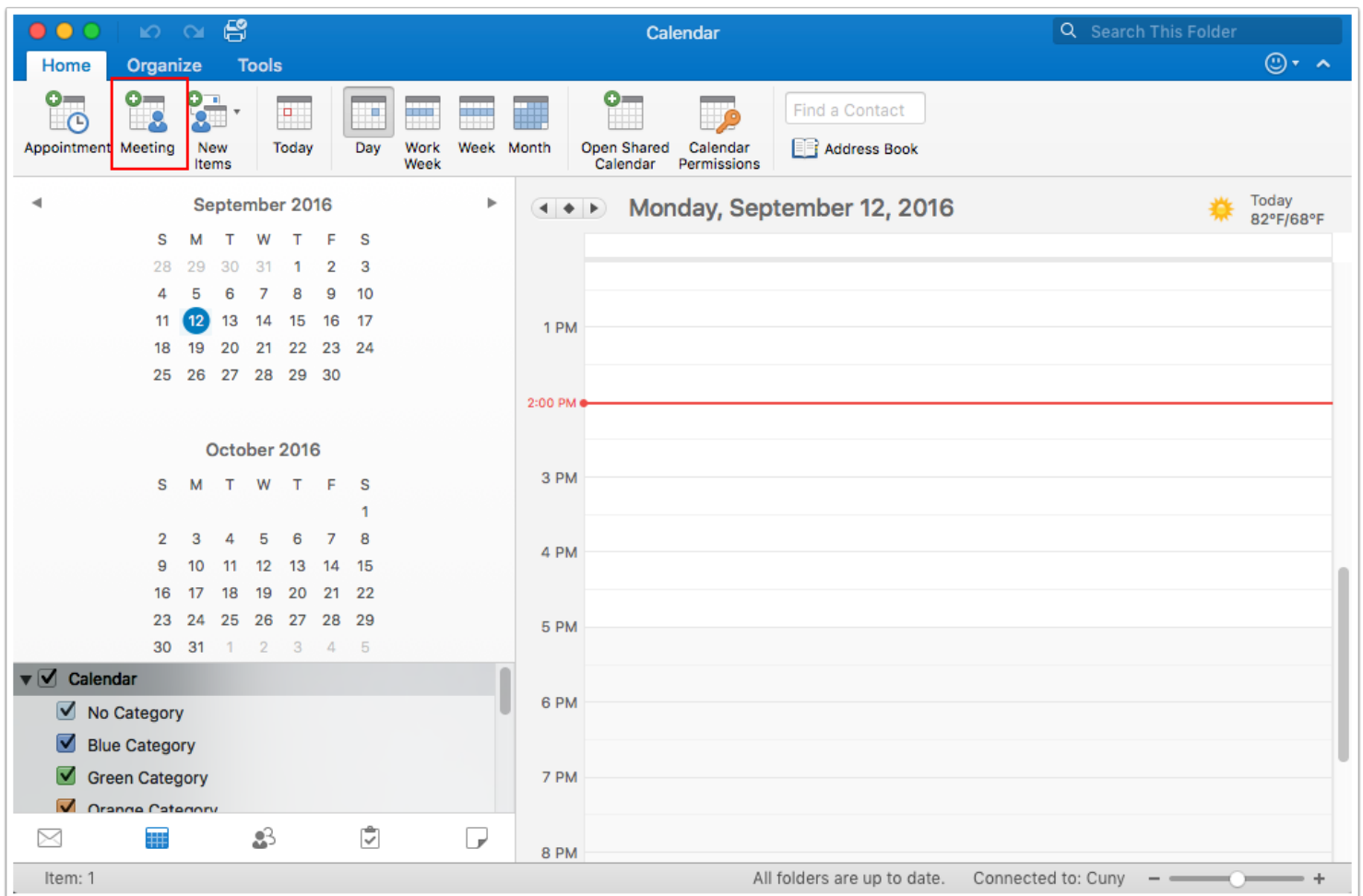
Step 2: Restart your Outlook on your computer

Step 3: Schedule a new appointment in Outlook and add a Zoom Meeting

More information about Zoom Plug-in for Microsoft Outlook <https://support.zoom.us/hc/en-us/articles/200881399-How-To-Use-the-Microsoft-Outlook-Plugin>

Step 3: Open Your Outlook Calendar

Click *New Meeting*





Step 3: New Meeting Details

1. Enter meeting details
2. Click *Add Zoom Meeting*

The screenshot shows the Outlook 'Organizer Meeting' window. The title bar reads 'Online Learning Advising - Meeting'. The ribbon includes 'Organizer Meeting' with various icons for Send, Appointment, Scheduling, Cancel, New Email, Reply All, 15 Minutes, Recurrence, Request Responses, Room Finder, and a lock icon. The meeting details are as follows:

- From: Cuny (OLENA.ZHADKO) ↕
- To: **Olena Zhadko** (circled with a red '1')
- Subject: Online Learning Advising (circled with a red '1')
- Location: See details below
- Starts: 9/12/2016 2:30 PM All day event
- Ends: 9/12/2016 3:00 PM Duration: 30 Minutes

The 'Add Zoom Meeting' button, which includes a Zoom icon, is circled with a red '2'. A status bar at the bottom left indicates 'This invitation has not been sent.'



Step 3: Zoom Meeting Details

Video (when joining a meeting)

Host: On Off 1

Participant: On Off

Audio Options

Telephony Only Voip Only Both

Meeting Options

Required meeting password

Enable join before host

Use Personal Meeting ID 227-245-4032 2

Save and do not show again



Step 3: Zoom Meeting Message

1. An automatic message will be generated with Zoom details on how to join a meeting. You can add more information to the meeting invitation if needed.
2. Send a meeting invitation.

Please note that Zoom will generate a unique meeting ID for each scheduled meeting. You can then access your scheduled meetings from the web or app interface.

Online Learning Advising - Meeting

Organizer Meeting

Send Appointment Scheduling Cancel New Email Reply All Show As: Busy Reminder: 15 Minutes Recurrence Request Responses Room Finder

2 From: Cuny (OLENA.ZHADKO)
 To: Olena Zhadko
 Subject: Online Learning Advising
 Location: See details below <https://zoom.us/j/649708644>
 Starts: 9/12/2016 2:30 PM
 Ends: 9/12/2016 3:00 PM
 Duration: 30 Minutes
 All day event
 Change Settings Remove Zoom Meeting

This invitation has not been sent.

Hi there,

Olena Zhadko is inviting you to a scheduled Zoom meeting. 1

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/649708644>

Or iPhone one-tap (US Toll): +14086380968,649708644# or +16465588656,649708644#

Or Telephone:
Dial: +1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)
Meeting ID: 649 708 644
International numbers available: <https://zoom.us/join?meetingid=649708644>



Recipient/Student View

A recipient/student will get a calendar invite with details on how to join a Zoom meeting.

The screenshot shows an Outlook calendar invite titled "Online Learning Advising" from OLENA.ZHADKO. The invite is for Monday, September 12, 2016, from 2:30 PM to 3:00 PM. The location is a Zoom meeting with ID 649708644. The description includes the meeting time in Eastern Time and provides instructions on how to join via PC, Mac, Linux, iOS, or Android, as well as via iPhone one-tap and telephone. The invite also includes a "Please respond" field and a "Required: ONLINE EDUCATION" field.

Online Learning Advising

OLENA.ZHADKO

Required: ONLINE EDUCATION

Sent: Monday, September 12, 2016 2:03 PM

Monday, September 12, 2016 2:30 PM-3:00 PM. ✓ ? ✗

Where: See details below <https://zoom.us/j/649708644>

- Please respond.

Description:

When: Monday, September 12, 2016 2:30 PM-3:00 PM. (UTC-05:00) Eastern Time (US & Canada)

Where: See details below <https://zoom.us/j/649708644>

~~*~*~*~*~*~*~*~*

Hi there,

Olena Zhadko is inviting you to a scheduled Zoom meeting.

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Meeting ID: 649 708 644

International numbers available: https://zoom.us/join?m=fWRynMvhC5cr9_UJo9cTnALo3JR6yrTM

Start a meeting

To start a Zoom meeting, go to the web or app interface and start a new meeting. Alternatively, if you are already logged into your Zoom account, you can go to your calendar and click on the link you shared.