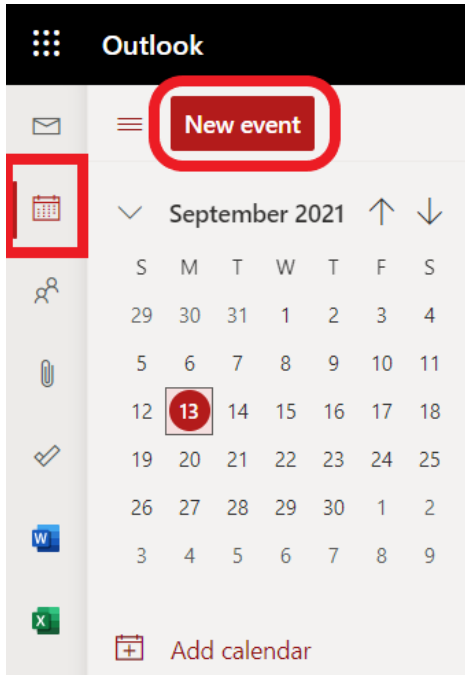
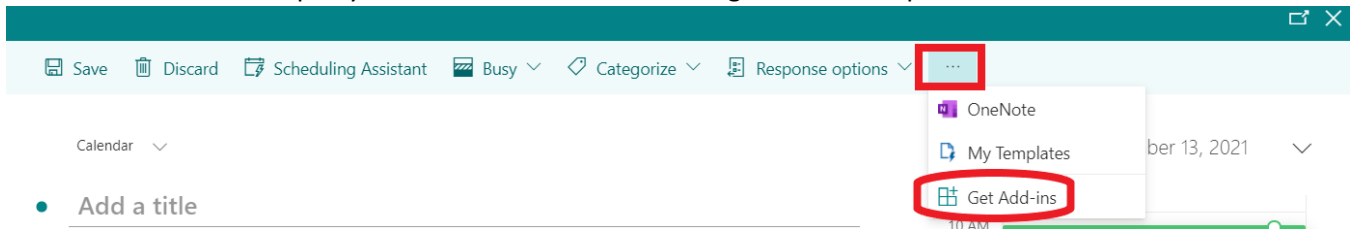


Installing Zoom Add-in for Outlook on the Web

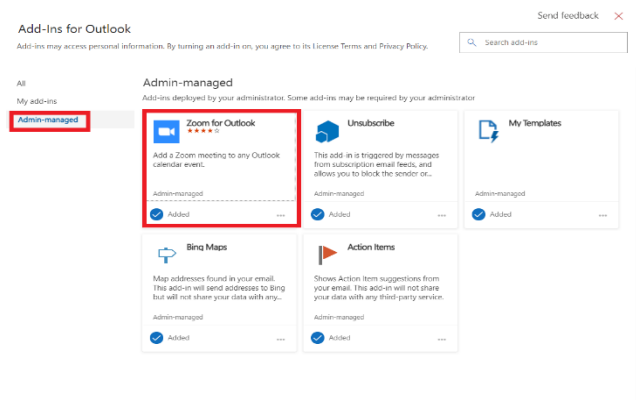
1. Go to your Outlook account on the Web. Select the **Calendar** option then **New Event**.



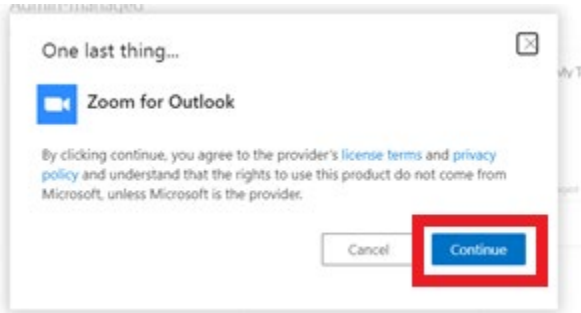
2. Once the New Event is open you will see **three dots** on the right for More Options. Select **Get Add-ins**.



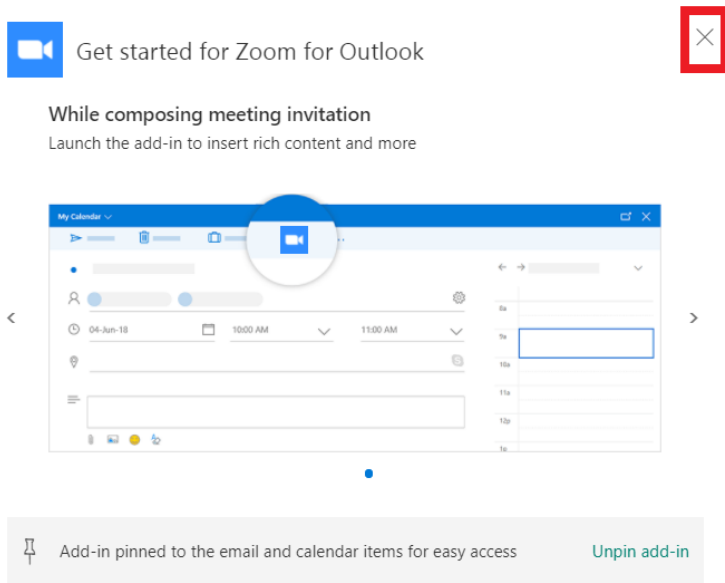
3. Next, click **Admin-managed**.
4. Click **Add** in the "Zoom for Outlook" box.



- 5. If prompted, click the **Continue** button for the privacy policy.

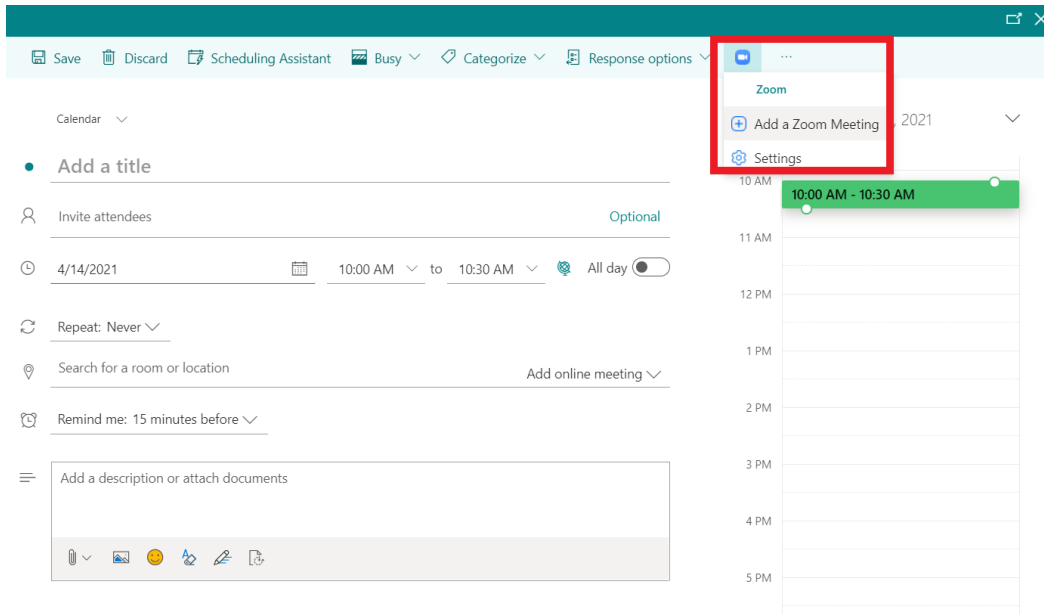


- 6. Select the "X" to close the informational pop-up.

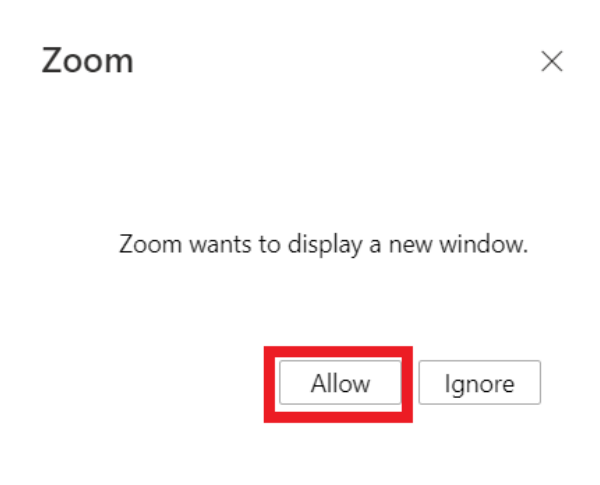


- 7. Close out of the Add-in window and you will be back at the **New Event** screen.

8. Next click the **Zoom icon** and select **Add a Zoom Meeting**.



9. A box will open stating “Zoom wants to display a new window”. Click **Allow**.



10. If this is your first time you are scheduling within Outlook with Zoom, through the web, you will need to authenticate. Scroll to the bottom and click on **SSO**.

Easily add a Zoom meeting to your Outlook Calendar event. [Learn more](#)

Sign In Zoom.us ▾

Email
Email Address

Password
Password [Forgot?](#)

CAPTCHA Code
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Keep me signed in

Sign In

Don't have an account? [Sign Up](#)

or

SSO Google

[Add-In Settings](#)

11. Next type **marist-edu** in the box under “Enter your company domain”. Then click **Continue**.

Please Note: There is **dash between “Marist” and “edu”.*

Zoom Schedule Meeting add-in - Profile 1 - Microsoft Edge

https://zoom.us/office365/sso

[Back](#)

Sign in with SSO

Enter your company domain

marist-edu .zoom.us

Continue

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

12. Next type your Marist credentials into the Login Form and click **Submit**.

MARIST

Login

miranda.marist

Password

.....

Don't Remember Me

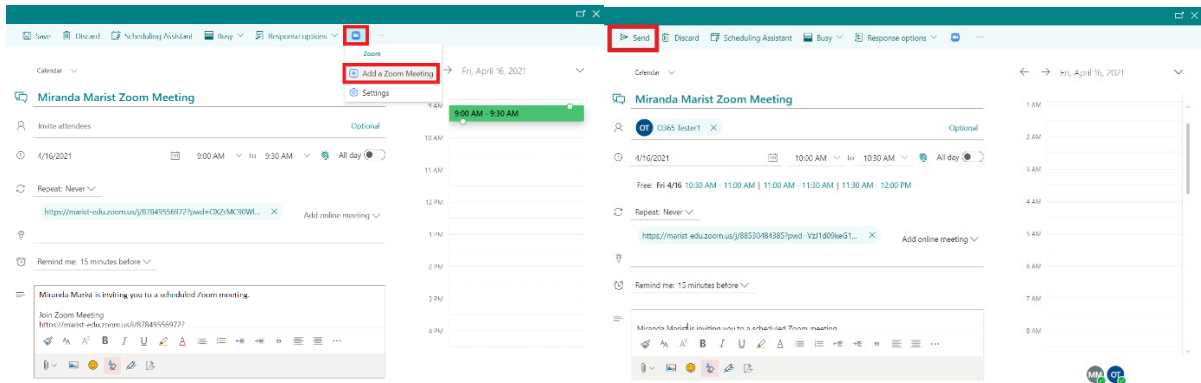
Submit

[> Change your password](#)

[> Contact the helpdesk](#)

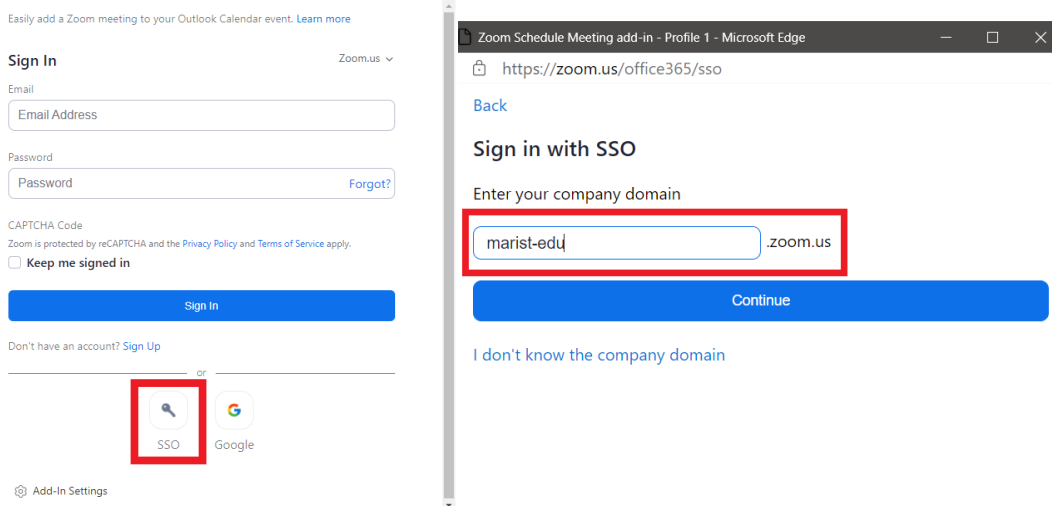
Creating a Meeting or Appointment through Outlook on the Web

1. Click on the Calendar icon, then Click **Create New Event**.
2. Click on the **Zoom icon** and click **Add a Zoom Meeting**. Edit your Calendar event name, invitees, and date/time, click **Send**.



Creating a Meeting or Appointment through Outlook Client

1. Click on the Calendar icon, then Click **New Appointment** or **New Meeting**.
2. Then Click on the **Add a Zoom Meeting**.
3. If you have not already signed into Zoom in the client, make sure to sign in by clicking on **SSO** and typing in **"marist-edu"**.



4. Edit your Calendar event name, invitees, and date/time, and click **Send**.

