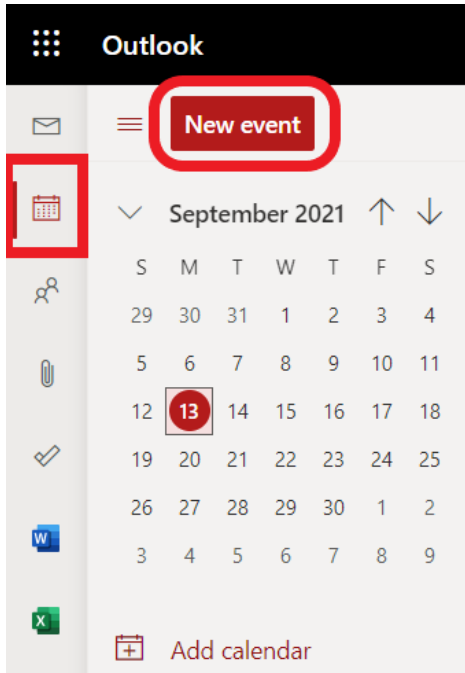
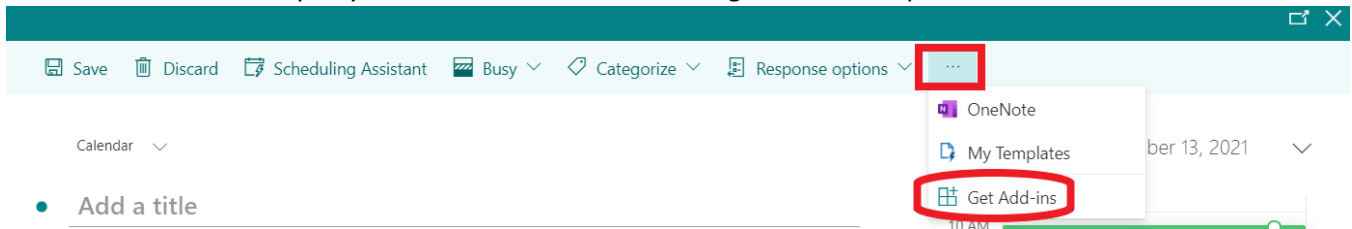


## Installing Zoom Add-in for Outlook on the Web

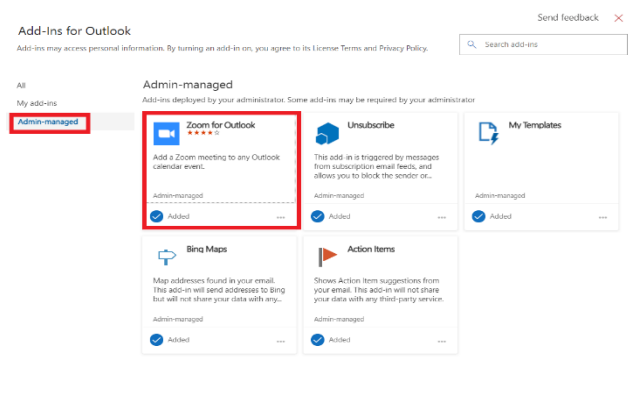
1. Go to your Outlook account on the Web. Select the **Calendar** option then **New Event**.



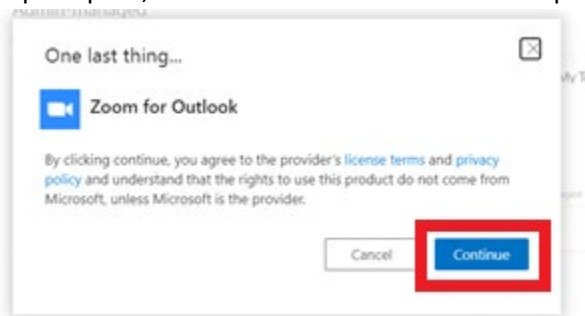
2. Once the New Event is open you will see **three dots** on the right for More Options. Select **Get Add-ins**.



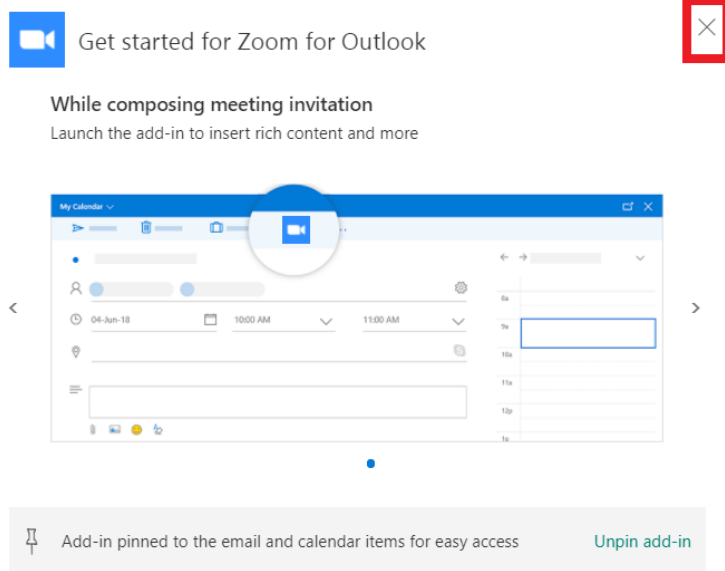
3. Next, click **Admin-managed**.
4. Click **Add** in the "Zoom for Outlook" box.



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

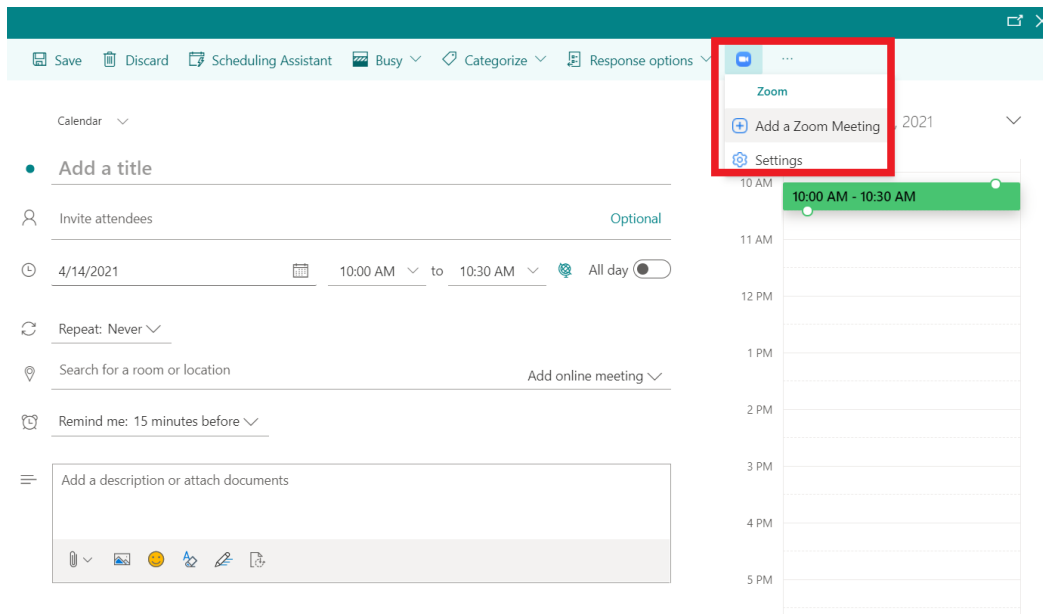


- Select the "X" to close the informational pop-up.



- 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.

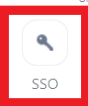
☐ **Keep me signed in**

**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

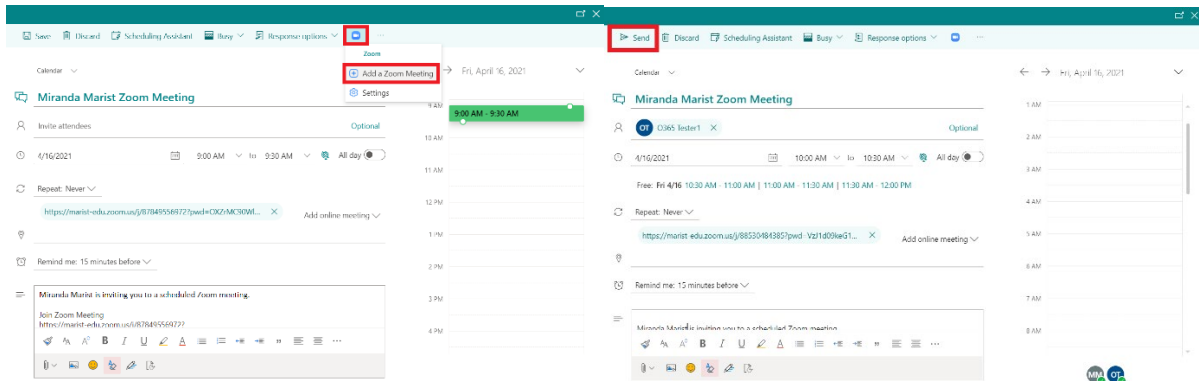
**Submit**

[› 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"**.

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

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

File Meeting Insert Format Text Review Help Tell me what you want to do

Delete Schedule a Meeting Actions Zoom Show Skype Meeting Teams Meeting Meeting Notes Cancel Invitation Response Options Attendees Show As: Busy Recurrence Time Zones Categorize Add a Zoom Meeting Settings View Templates

You haven't sent this meeting invitation yet.

To: OMIS Tester

Subject: Miranda Marist Zoom Meeting

Location: https://marist-edu.zoom.us/j/86328636401?pwd=...&from=addon

Start time: 4/16/2021 9:30 AM All day event

End time: 4/16/2021 10:00 AM

Miranda Marist is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
https://marist-edu.zoom.us/j/86328636401?pwd=...&from=addon

Meeting ID: 863 2863 6401  
Passcode: 242634 One tap mobile  
+19294362866,,86328636401#,,\*242634# US (New York)  
+13126266799,,86328636401#,,\*242634# US (Chicago)

Dial by your location  
+1 929 436 2866 US (New York)  
+1 312 626 6799 US (Chicago)  
+1 301 715 8592 US (Washington DC)  
+1 346 248 7799 US (Houston)  
+1 609 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
Meeting ID: 863 2863 6401  
Passcode: 242634 Find your local number: https://marist-edu.zoom.us/j/86328636401

Room Fin...

April 2021

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1

Good Fair Poor

Show a room list:

None

Choose an available room:

None

Suggested times:

10:00 AM - 10:30 AM No conflicts

10:30 AM - 11:00 AM No conflicts

11:00 AM - 11:30 AM No conflicts

11:30 AM - 12:00 PM No conflicts