Schedule a Zoom meeting in Outlook

You must have a Zoom account in order to use these instructions.

INSTRUCTIONS

1. In Outlook, click on the "Schedule a Meeting" button in the ribbon along the top.



2. In the "Zoom – Schedule Meeting" dialog box that appears, modify the settings if you desire. You can check the "Do not show me again" option to not see this dialog box in the future. Click "Continue"

Zoom - Schedule N	Meeting	
		C' Reset to default settings
Meeting ID		
Generate Autor	matically OPerson	al Meeting ID 523 566 2400
Password		
🖌 Require meetin	ig password 696405	
Video		
Host On	• Off	Participants On Off
Audio		
Audio		
	Computer Audio	 Telephone and Computer Audio
		Telephone and Computer Audio
Telephone	States Edit	Telephone and Computer Audio
Telephone Dial in from United	States Edit	Telephone and Computer Audio Continue Cancel

A traditional Outlook meeting invite should appear with the Zoom meeting information already entered.

- 3. Complete the meeting invitation as you would any other Outlook meeting invite. Be sure to add your meeting attendees.
- 4. Click "Send" when you're ready to send the invitation. The meeting will populate on your Outlook Calendar and your Zoom Calendar.

If you cancel a Zoom meeting from within Outlook it will remove from Zoom calendar. However, if you cancel a meeting from within Zoom it will *not* remove it from the Outlook calendar. If this happens you need to send out cancelation from Outlook to attendees and manually remove it from Outlook yourself.

If you run into any problems or have any related questions, feel free to contact the I.T. Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.