

Schedule a Zoom meeting in Outlook

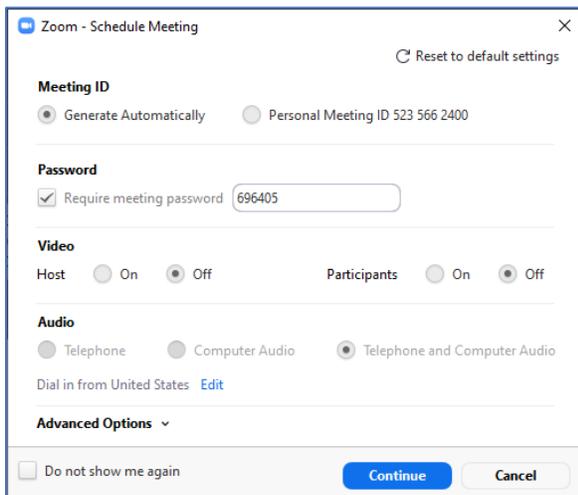
You must have a Zoom account in order to use these instructions.

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”



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.