1. To add the Zoom Add-In for Office 365 or Outlook, login to Office 365 by clicking here.

   Emory Primary Email Address:
   - Emory University (@emory.edu)
   - Emory Healthcare (@emoryhealthcare.org)

   NetID:
   Password:

   Sign in

2. Click on the Calendar at the bottom left of the page, and then New Event at the top left.

3. Click on the three dots (ellipsis) on the ribbon bar.

4. Click on Get Add-ins.
5. Click on **Admin-Managed** in the left column menu

6. Look for the Zoom Add-in and press **Add**

7. Go to **Calendaring** and click **New Event**

8. Click on the **Zoom icon** under the three dots (ellipsis) on the ribbon bar
9. Click on **Sign in with SSO**

10. Enter your **Domain** or **Email**

   Enter your appropriate Domain:
   a. University – emory
   b. Healthcare – emoryhealthcare

11. Click on **Allow** the new window to pop up
12. Enter your **Network ID** and **Password**

Note: Primary university users will need to use their NetID (faculty, students and university staff)

**Network ID**

```
NetID
```

**Password**

```
Password
```

【Login】

Forgot Password?

13. Click on **Add Zoom Meeting** to your Office 365 calendar invite

14. If you have any questions, please contact *videoservices@emory.edu*