1. To add the Zoom plugin for Office 365 new look version, login to Office 365. Click **here**

   ![Sign in]

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

   ![Calendar]

3. Click on the **three dots** on the toolbar

   ![Calendar toolbar]

4. Click on **Get Add-In**

   ![Get Add-ins]
5. Click on **Admin-Managed** in the left menu

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

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

8. Look for the **Zoom** under the three dots
9. Click the **Zoom icon** and **Add Zoom Meeting** to Add a Zoom Meeting to your Office 365 invite

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