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.

   My Templates

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

   ![Admin-Managed](image)

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

   ![Zoom Add-in](image)

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

   ![Calendaring](image)

8. Click on the **Zoom icon** under the three dots (ellipsis) on the ribbon bar

   ![Zoom Icon](image)
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)

![Login Image]

**Network ID**

[NetID Input Field]

**Password**

[Password Input Field]

[Login Button]

[Forgot Password Link]

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

![Calendar Image]

- Add a title
- Invite attendees
- 5/21/2020 12:00 PM to 12:30 PM
- Add online meeting
- Remind me: 15 minutes before
- Add a description or attach documents
- Add a Zoom Meeting button

**Meeting ID**

- Generate Automatically
- Personal Meeting ID (PM) 404 576 9874

**Password**

- Require meeting password
- Password: [Enter]

**Video**

- Video: [On/Off]

**Audio**

- Audio: [On/Off]

14. If you have any questions, please contact [videoservices@emory.edu](mailto:videoservices@emory.edu)