



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

Emory Primary Email Address:

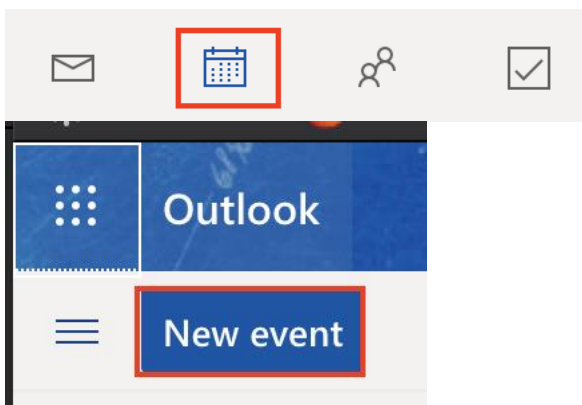
- Emory University (@emory.edu)
- Emory Healthcare (@emoryhealthcare.org)

NetID

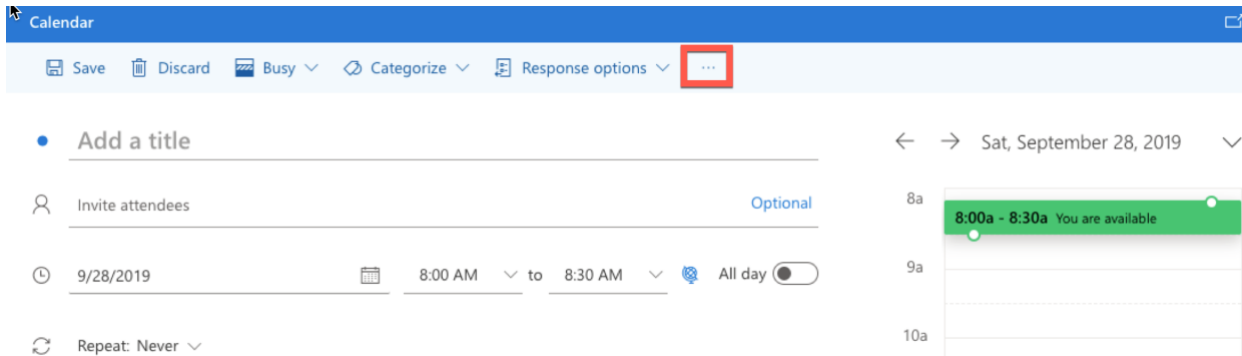
Password

Sign in

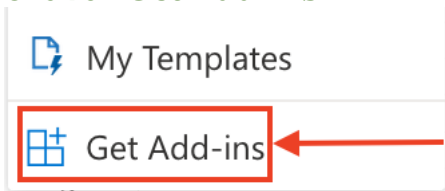
2. Click on the **Calendar** at the bottom left of the page, and then **New Event** at the top left



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

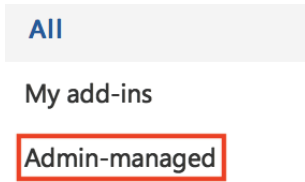


4. Click on **Get Add-ins**

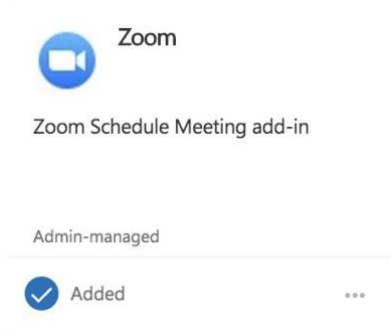




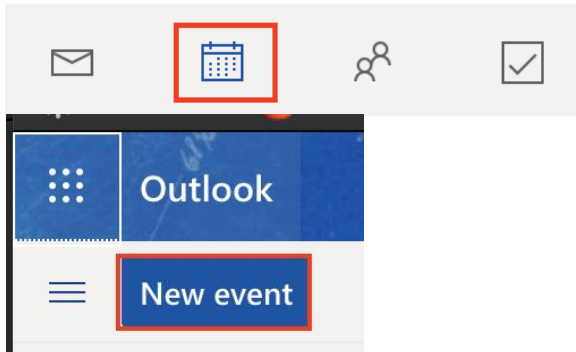
5. Click on **Admin-Managed** in the left column menu



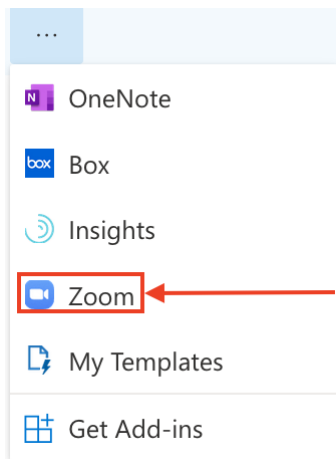
6. Look for the Zoom Add-in and press **Add**



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

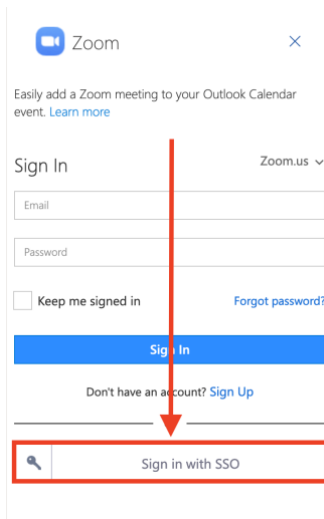


8. Click on the **Zoom icon** under the three dots (ellipsis) on the ribbon bar





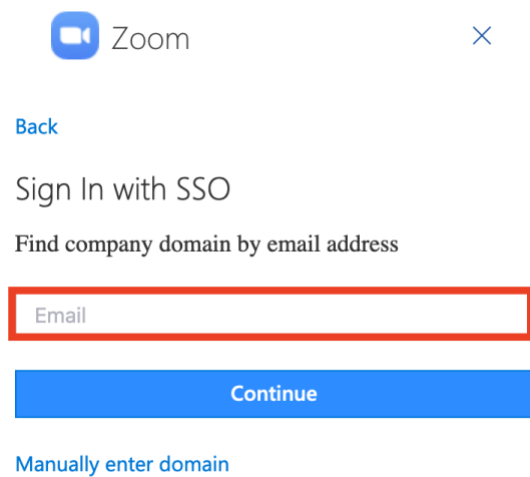
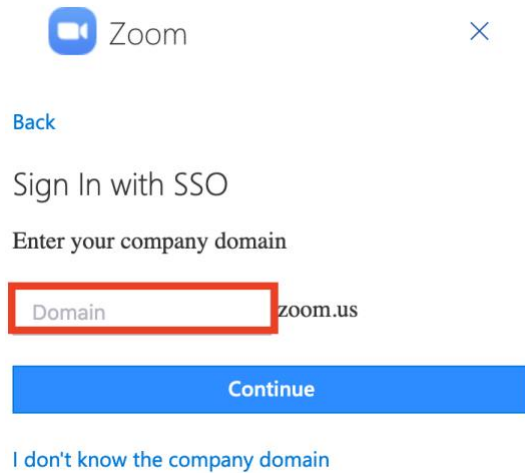
9. Click on **Sign in with SSO**



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

Zoom wants to display a new window.





12. Enter your **Network ID** and **Password**

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

Network ID

Password

[Forgot Password?](#)

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

The screenshot shows the Outlook calendar interface. On the left, there is a form to create a calendar event with fields for title, attendees, date, time, repeat, location, and reminder. On the right, the Zoom meeting details panel is open, showing a red box around the 'Add Zoom Meeting' button. Below this button, there are sections for Meeting ID (with 'Generate Automatically' selected), Password (with 'Require meeting password' checked and a password field containing '756425'), Video (with 'Host' set to 'On' and 'Participant' set to 'Off'), and Audio (with 'Signed in as Jose F. Holguin Cruz' and a 'Sign Out' link).

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