

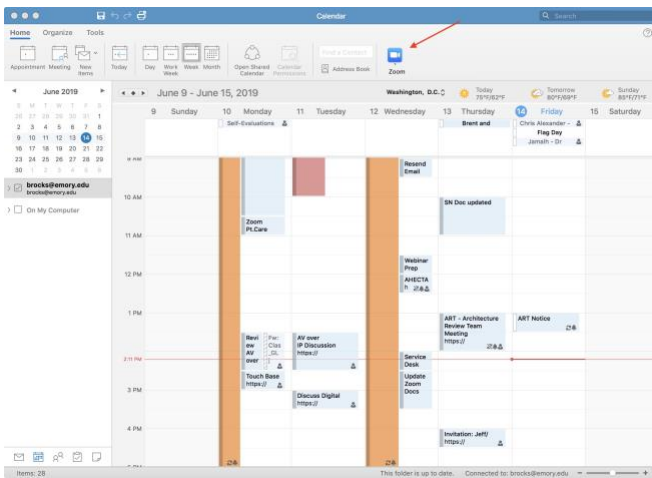
1. Download the Zoom Outlook Plugin, go to <https://zoom.us/download>

Zoom Plugin for Microsoft Outlook

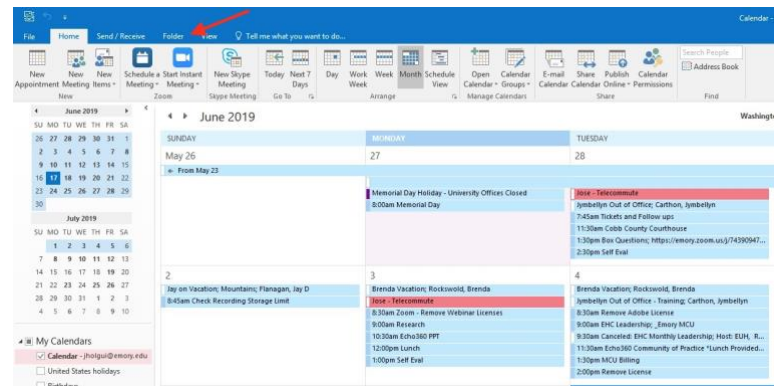
The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.



2. Once the plugin is installed, log out and then back in to Outlook and go to Calendaring. Check to see that the Zoom icon is in the menu bar.



Mac



Windows

3. For instructions to create meetings via Outlook, please click [here](#).

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