Scheduling a Zoom Meeting in Outlook

1. Open the Outlook desktop app and switch to calendar view.

2. In the Home tab, click **New Meeting**.

3. Enter meeting details like the subject, location, and guest list.

4. In the Meeting tab, click the + Add a Zoom Meeting button in the upper right. If the button is not visible in your meeting invitation, maximize your window to full screen.

5. If this is your first time using the Zoom plugin, a prompt will ask to Sign in to Zoom – please select Sign in with SSO.

6. Enter the CCU Zoom domain: ccuchants and click Continue.

7. Enter your CCU email address. Click Next. Enter your CCU password. Click Sign in. Select yes or no when it asks if you would like to Stay signed in?

8. Zoom meeting details will be added to the email body. Then, on your meeting invitation, click Send.
Viewing and editing Zoom meetings in Outlook

1. Open the Outlook desktop app and switch to calendar view.
2. Double-click a Zoom meeting to display the scheduled meeting details.
3. Click **Settings** to display the Zoom meeting options.

4. View all of your meeting options. Scroll down the menu to view and click on Advanced Options for more settings. Update your meeting options and click **Update** to apply the changes.