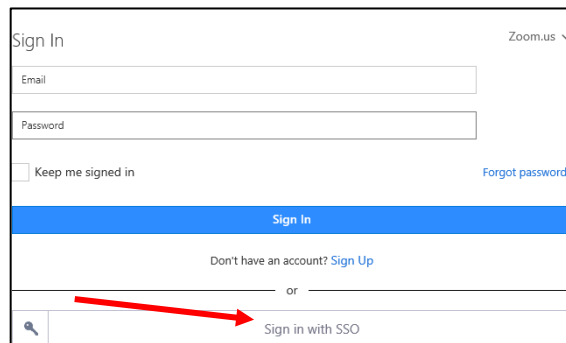
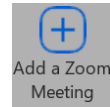
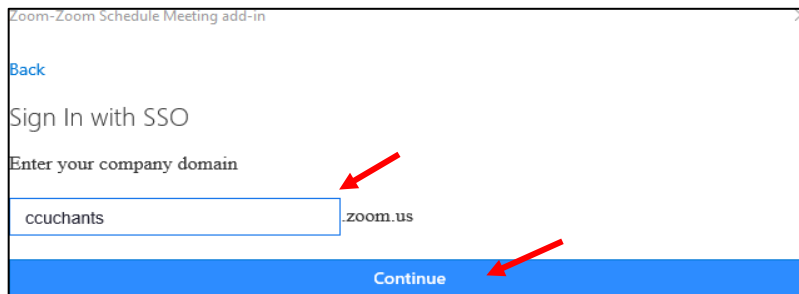


Scheduling a Zoom Meeting in Outlook

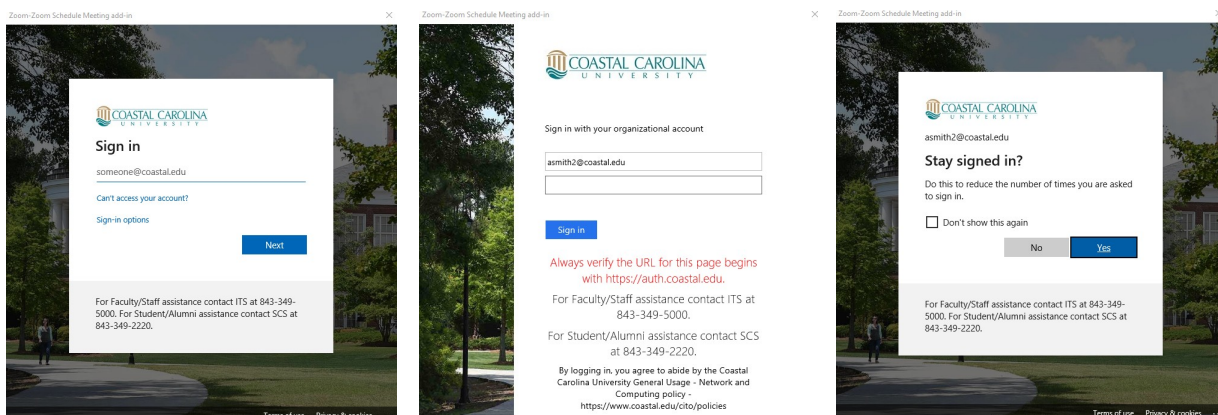
1. Open the Outlook desktop app and switch to calendar view.
2. In the **Home** tab, click **New Meeting**.
3. Enter meeting details like the subject, location, and guest list.
4. In the **Meeting** tab, click the **+ Add a Zoom Meeting** button in the upper right. If the button is not visible in your 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**.

A screenshot of the Zoom Sign In page. It features a "Sign In" header, a "Zoom.us" dropdown menu, and input fields for "Email" and "Password". There is a "Keep me signed in" checkbox and a "Forgot password?" link. A prominent blue "Sign In" button is centered. Below it, there is a "Don't have an account? Sign Up" link, an "or" separator, and a "Sign in with SSO" link. A red arrow points to the "Sign in with SSO" link.

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

A screenshot of the "Zoom-Zoom Schedule Meeting add-in" window. It shows a "Sign In with SSO" section with the instruction "Enter your company domain". A text input field contains "ccuchants" followed by ".zoom.us". A blue "Continue" button is at the bottom. Two red arrows point to the ".zoom.us" text and the "Continue" button.

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?**



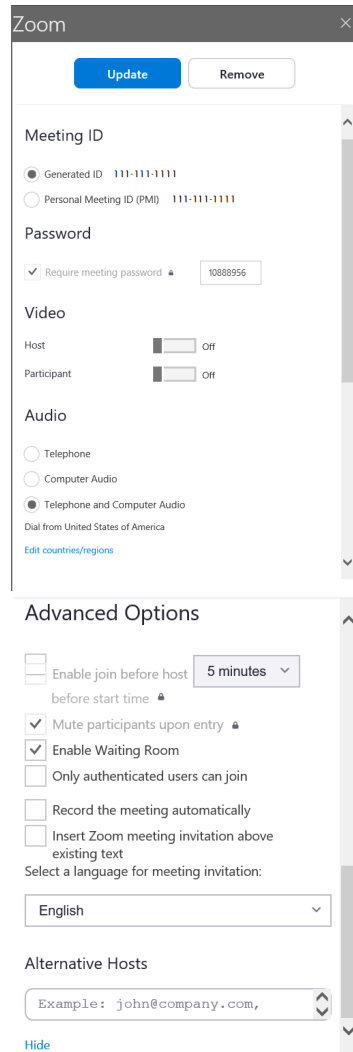
8. Zoom meeting details will be added to the email body. Then, on your meeting invitation, click **Send**.

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.

A screenshot of the Zoom meeting settings window. The window has a title bar with "Zoom" and a close button. At the top, there are two buttons: "Update" (blue) and "Remove" (white). Below these are sections for "Meeting ID", "Password", "Video", "Audio", "Advanced Options", and "Alternative Hosts".

Meeting ID

Generated ID 111-111-1111
 Personal Meeting ID (PMI) 111-111-1111

Password

Require meeting password

Video

Host Off
Participant Off

Audio

Telephone
 Computer Audio
 Telephone and Computer Audio

Dial from United States of America
[Edit countries/regions](#)

Advanced Options

Enable join before host before start time
 Mute participants upon entry
 Enable Waiting Room
 Only authenticated users can join
 Record the meeting automatically
 Insert Zoom meeting invitation above existing text

Select a language for meeting invitation:

Alternative Hosts

[Hide](#)