How Do I Schedule a Zoom Meeting in Outlook?

Use the Zoom Outlook plugin to create Zoom meetings directly in Outlook.

**Do You Have the Plugin?**

To begin, check Outlook to see if you have the plugin. If it is installed, the plugin will appear on the left side of the **Home** ribbon.

If you have the plugin, you can start scheduling Zoom meetings.
If you don't have the plugin, see the instructions: [How Do I Install the Zoom Outlook Plugin?](#)

**Schedule a Meeting**

1. From Outlook click on the **Schedule a Meeting** button.
2. If you don’t have Zoom open, you will be prompted to sign in. Click **Sign In**.

**Note:** If you are logged into Zoom already, you will be taken directly to Step 5 below.
3. Type your email and password and click **Sign In**.

   ![Sign In window]

4. The Zoom app window that opens. Click **Minimize**.

   ![Zoom app window]

5. You'll now see the **Schedule Meeting** window. Set the meeting options as desired.

6. Generate Meeting ID automatically or use your personal meeting ID.
7. Require a password or not.
8. Video: Select On/Off for Host (you)/Participant
9. Audio: Telephone, Computer Audio only (not recommended), or Both
10. Click the down arrow to expand **Advanced Options**.

11. **Enable Waiting Room** option available.
12. **Enable join before host** option available (Allows participants to wait for Host)
13. **Mute participants upon entry** option available (all participants will be muted when they enter the meeting.
14. **Force include Joint URL in location field** option available.
15. **Insert Zoom meeting invitation above existing text** option available.
16. Click the **Continue** button.
17. Your Outlook message now has all of the Zoom meeting information

18. Use the **Scheduling Assistant** to select participants or just start entering invitees in the **To** field.

19. Select **Start/End** dates and times.

20. Click **Send**.

**More Zoom Resources**

Zoom Help Center: [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)

Zoom Recorded Training Sessions: [https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions](https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions)