Introduction

Zoom allows you to install an add-in into Outlook on the Web and the Outlook desktop application for seamless meeting integration right from your email. When you install the add-in to Outlook Web App, it automatically installs in the desktop application. This document will show you how to install and use the add-in.

Installing the Outlook Add-In

1. Open your preferred web browser (Chrome recommended) and navigate to outlook.towson.edu.
2. Login with your NetID and Password.
3. Click on any email and then click the More actions button on the right-hand side of the email.

![Figure 1](image1)

4. Click the Get Add-ins button.

![Figure 2](image2)
5. In the search bar at the upper right-hand corner of the window, type **Zoom** and then select **Zoom for Outlook**.

![Figure 3](image)

6. Click **Add**. The add-in will now be installed.

![Figure 4](image)

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**Scheduling a Zoom Meeting**

*From Outlook on the Web*

1. Click the **Calendar** button in the bottom-left corner.

![Figure 5](image)

2. Click **New event** or double click an area of your calendar.

![Figure 6](image)

3. Click the **Zoom** button and then click **Add a Zoom Meeting**.

![Figure 7](image)
4. You may need to login to Zoom, where you be asked to give Zoom permission to display a new window, click **Allow**. Complete the sign in process by clicking **Sign In > Sign In with SSO > entering towson-edu > Continue > enter your NetID and Password > Login**.

   ![Zoom permission prompt](image8)

   **Figure 8**

5. Enter all applicable information, including a **title**, **attendees**, and **date**.

6. Once all your information has been entered, click **Send**.

   ![Calendar entry](image9)

   **Figure 9**

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**From the Outlook Desktop Application**

1. Open **Outlook** from your desktop.

2. Click on the **Calendar** button on the bottom left-hand corner.

   ![Calendar button](image10)

   **Figure 10**

3. Click **New Meeting** or double click an area of your calendar.

4. Click **Add a Zoom Meeting**.

   ![Add a Zoom Meeting](image11)

   **Figure 11**
5. You may need to login to Zoom. Complete the sign in process by clicking **Sign In with SSO** > entering **towson-edu** > **Continue** > enter your **NetID** and **Password** > **Login**.

6. Enter all applicable information, including a **title**, **attendees**, and **Start/End times**.

7. Once all your information has been entered, click **Send**.

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**Figure 12**

Llamas, James* is inviting you to a scheduled Zoom meeting.