This article explains how to schedule Zoom meetings using the Zoom add-in for Outlook/Office365. Meetings created this way can be launched and managed from your Outlook/Office365 calendar or from the Zoom web and desktop portals.

Before you start, you will need:

- a Bryn Mawr college email account
- an account on Bryn Mawr College's Zoom license

Install the Zoom app

Adding the Zoom for Outlook add-in to Webmail or the Outlook desktop app enables you to schedule Zoom meetings from within those applications, just as you can with Teams and Skype for Business. If you use both Webmail and the Outlook desktop app, adding the add-in to one will also install it on the other.

Add Zoom to webmail

1. Log in to webmail.brynmawr.edu.
2. Switch to your Calendar and click Create new event.
3. In the dialog window, click on the ... (three dots) at the right of the top menu bar.
4. Choose Get Add-Ins from the drop-down menu.
5. Click Admin-managed, look for the Zoom for Outlook option, and click Add. You may have to manually close the window once the install is finished.
6. You should now see a small blue Zoom icon in the top menu bar, as shown below.

Add Zoom to the Outlook 2016 desktop app

1. Open Outlook.
2. Click the Get Add-Ins button in the top menu bar.
3. Click Admin-managed, look for the Zoom for Outlook option, and click Add. You may have to manually close the window once the install is finished.
4. When you create a new event, you will now see blue Add a Zoom meeting and Settings buttons in the top menu bar.
Schedule a Zoom meetings in Webmail/Outlook

1. Create a **New Event** (or New Meeting or Appointment in Outlook desktop), and add your title, attendees, and time and date as you would normally.
2. Click on the **Zoom** icon in the top menu bar (the webmail version is shown below) and choose **Add a Zoom Meeting**.
3. If you see a prompt saying Zoom wishes to open a new window:
   - Click **Allow**.
   - Click **Log in with SSO**.
   - Enter *brynmawr-edu* as the domain name.
   - Log in with your Bryn Mawr college username and password.
4. Zoom will schedule a meeting for the date and time you indicated, and post the log-in information into the **Event Description** window.
5. Click **Send** to send the invite and log-in information to your attendees.

**Scheduling tips:**

- Scheduling a meeting for someone else? They need to give you scheduling privileges in Zoom and Outlook. See **Zoom's Guide for Executive Assistants** for details.
- Adjust the settings for an individual meeting at any time prior to start using the **Settings** option in the Zoom menu (shown above) or in Zoom.
- To safeguard against “Zoom-bombing attacks,” LITS recommends keeping both the waiting room and passcode protection of every meeting. Please note that Zoom requires you to keep at least one of them on, see **Zoom: Security** for more information.
- Zoom automatically applies the **My Meeting Settings** from your Zoom profile to new meetings.

**Learn more:**

- **Zoom: Host a meeting** for information on how to start and manage the meeting you've created.
- **Zoom: Chat, reactions and polls** for information on polling, breakout rooms, and recording.

**Questions?**

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

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