Outlook: Schedule Zoom meetings through Outlook

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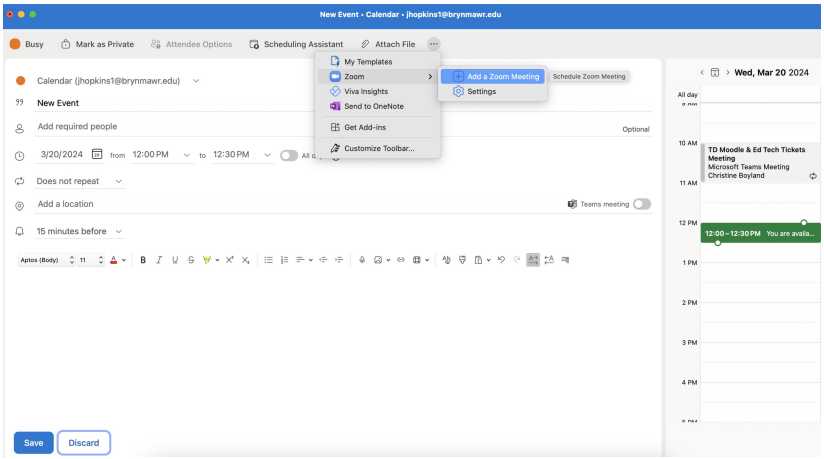
Instead of having to schedule a meeting twice—once in Zoom and once in Outlook—you can use the Zoom add-in for Outlook/Office365. This article will only cover how to add and manage meetings with the add-in. For more detailed information on this integration, check out Scheduling meetings with the Outlook add-in and Troubleshooting the Zoom for Outlook add-in. They will have the most up-to-date information from Zoom on how it interacts with different Microsoft environments.

Before you start, you will need:

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

Add a Zoom meeting to an Outlook event

1. Log into your college email account (or open the Outlook app on your laptop or phone).
2. Click on (Calendar) to open your calendar.
3. Click **New event** (or New Meeting or Appointment if using the old Outlook desktop).
4. Configure the **meeting title**, **attendees**, and **time and date** as you would normally.
5. In the window where you're creating your the event, select **See more items{**{snippet.angleBracket}}**Zoom** > **Add a Zoom Meeting**.



Attention: Zoom should appear in the **See more items** menu automatically. If it does not, send a help ticket to help@brynmawr.edu.

6. You should be automatically logged into Zoom when this happens. However, you may need to verify your Zoom account if you have not previously paired it with your Outlook account. If this happens, do the following:
    - When the pop-up window **Link to Your Zoom Account** opens, select **Link Account**.
    - A new window will open asking you for a six-digit code. This code should be sent to your Bryn Mawr email. Check your email for the code, then enter in the window. When finished, click **Verify.**
    - You'll be taken back to the **Link to Your Zoom Account** window. Click **Yes, I confirm** to finalize the pairing of your Zoom and Outlook accounts.
7. Zoom will schedule a meeting for the date and time of your Outlook event. It will also paste the log-in information for the meeting into the description field for the event.
8. Click **Send** to send the event invitation and Zoom log-in information to your attendees.

Your invitees can accept the calendar event invitation as they normally would in Outlook. When it's time for the meeting, they can click **Join** or the meeting link to enter the meeting. Both will be in the Outlook event. They will also be able to view the meeting from the Zoom web portal or the Zoom app.

Scheduling for other people

Editing and deleting meetings

Zoom applies the default meeting settings to any you create in Outlook. Any future changes you make to the meeting in one platform are automatically synced to the other.

To change settings for an existing meeting, take the following steps, depending on which environment you're using to edit the meeting:

- **Outlook:** open calendar event and click **Edit Event.** When the event page opens, click **Zoom >** ⚙ **Settings**. The settings for the meeting will open in a side menu. Make any desired changes and click **Update** to save them. Click **Remove** if you want to delete the Zoom Meeting.
- **In the Zoom web portal:** click on **Meetings**, select or hover over the meeting, and click **Edit**. Make any changes, then click **Save**. Click **Delete** if you want to delete the Zoom meeting.
- **In the Zoom app:** click on **Meetings** menu and select your desired meeting so that it opens. Click **Edit**, then make any desired changes. Click **Save** when finished. Click **Delete** if you want to delete the Zoom meeting.

Note: For a recurring series of meetings, a change made to one meeting in the series will be applied to all of them. If you need to configure meetings within a series differently, create separate Outlook events/Zoom meetings for them.

More complex meeting options, such as polling and breakout rooms, can only be configured in the Zoom web portal. See Zoom: Create and use breakout rooms and Zoom: Chat, reactions, and polls for more details.

Remove the Zoom integration from Outlook

If you have connected your Outlook calendar to Zoom, information should automatically transfer between the apps. If you want to remove this connecton, do the following:

1. Log in to the Zoom web portal with **Log in with SSO** option.
2. Click **Settings**.
3. Click the **Calendar** tab.
4. Toggle the button for **Automatically sync Zoom calendar events information bi-directionally between Zoom and integrated calendars.**

This should end the connection. If it does not, consult Troubleshooting the Zoom for Outlook add-in.

Questions?

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

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
Location: Canaday Library 1st floor