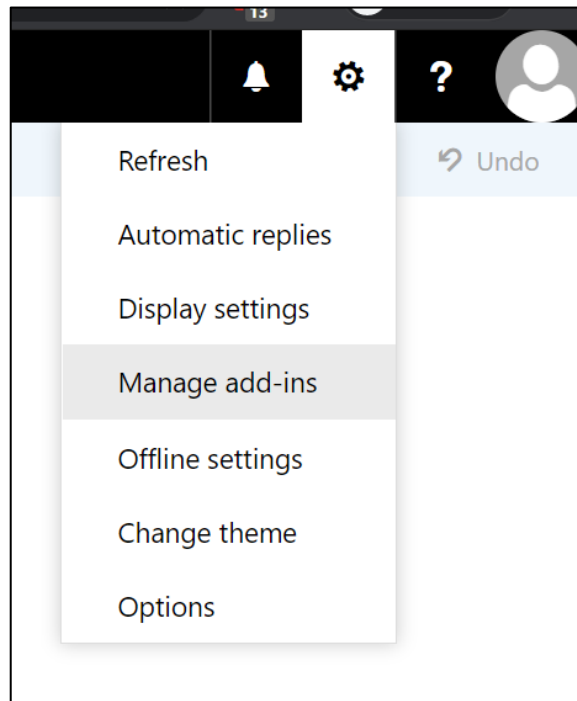
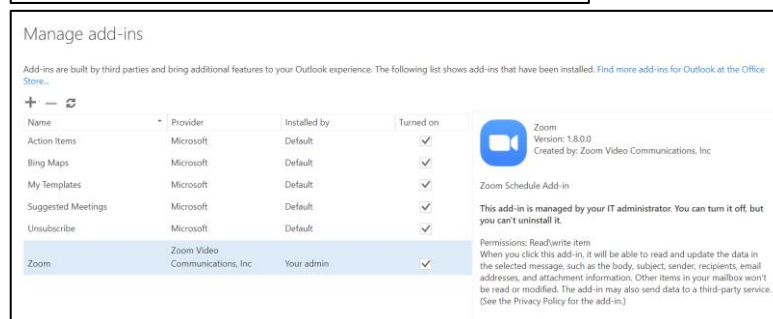


# Installing Zoom Add-In (Exchange)

1. Go to <https://exchange.jmu.edu> and log in with your eID and password
2. Click the gear in the top right, then click "Manage add-ins"



3. Check the box next to "Zoom"

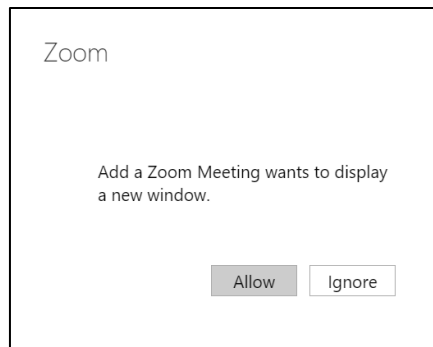
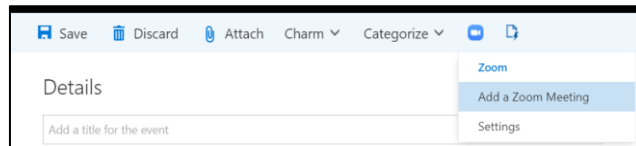


# Using Zoom Add-In in Outlook on the Web (also known as OWA or Webmail) (Exchange)

1. Create a new event in your calendar in Outlook on the Web
2. Click the Zoom icon, then click "Add a Zoom Meeting"

If you want to customize your Zoom meeting, you can click "Settings" instead of "Add a zoom meeting".

3. If you have used this feature before, skip to step 5. If you have not used this feature, you will be asked if you want to allow the Add-In to display a new window. Click "Allow".



4. Sign in with your eID and password, then complete the Duo Prompt

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**ATTENTION:**

- Duo two-factor authentication is now required for this and many other JMU systems. See [Here](#) for a complete list.
- If you have not yet enrolled with Duo, find instructions [here](#). For assistance, contact the IT Help Desk at 540-568-3555, or email [helpdesk@jmu.edu](mailto:helpdesk@jmu.edu)

**Protect Your Privacy!**

Be sure to log out of this system by completely closing your web browser when finished. If you do not, someone else could use your web browser to login as you.

- Windows users: Close all web browser windows.
- Mac users: Quit your web browser

JMU eID

eID

Password

Log in

5. If you selected “Add a Zoom Meeting”, the Zoom link will be added to your event.

If you selected “Settings”, a sidebar will appear where you can change your meeting settings. After changing the settings, click “Add Zoom Meeting” at the top of the Zoom sidebar to add the link to your event.

You can send the event to recipients as normal and they will be able to join your Zoom meeting by clicking the link.

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Authentication with Duo is required for the requested service. [Need Help?](#)

Settings

Device:

Send Me a Push

Enter a Passcode

Remember me for 7 days

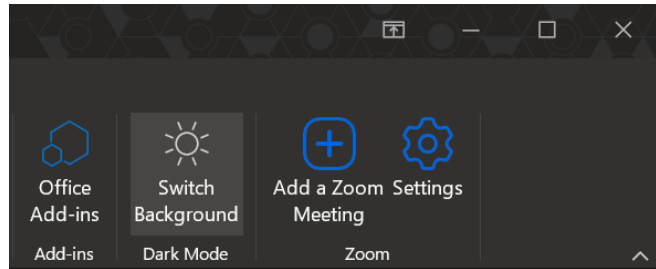
Cancel this Request

# Using Zoom Add-In in Outlook for PC

1. Create a new event in your calendar in Outlook
2. Click the Zoom “Add a Zoom Meeting” icon

If you want to customize your Zoom meeting, you can click “Settings” instead of “Add a zoom meeting”.

3. Sign in with your eID and password, then complete the Duo Prompt



4. If you selected “Add a Zoom Meeting”, the Zoom link will be added to your event.

If you selected “Settings”, a sidebar will appear where you can change your meeting settings. After changing the settings, click “Add Zoom Meeting” at the top of the Zoom sidebar to add the link to your event.

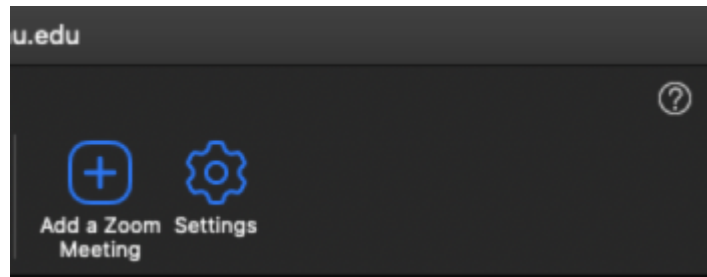
You can send the event to recipients as normal and they will be able to join your Zoom meeting by clicking the link.

## Using Zoom Add-In in Outlook for Mac

1. Create a new appointment in your calendar in Outlook
2. Click the Zoom “Add a Zoom Meeting” icon

If you want to customize your Zoom meeting, you can click “Settings” instead of “Add a zoom meeting”.

3. Sign in with your eID and password, then complete the Duo Prompt



**JAMES MADISON UNIVERSITY.**

**ATTENTION:**

- Duo two-factor authentication is now required for this and many other JMU systems. See [here](#) for a complete list.
- If you have not yet enrolled with Duo, find instructions [here](#). For assistance, contact the IT Help Desk at 540-568-3555, or email [helpdesk@jmu.edu](mailto:helpdesk@jmu.edu)

JMU eID

eID

Password

Log in

**Protect Your Privacy!**

Be sure to log out of this system by completely closing your web browser when finished. If you do not, someone else could use your web browser to login as you.

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- Mac users: Quit your web browser

**JAMES MADISON UNIVERSITY.**

Authentication with Duo is required for the requested service. [Need Help?](#)

Settings

Device:

Send Me a Push

Enter a Passcode

Remember me for 7 days

Cancel this Request

4. If you selected “Add a Zoom Meeting”, the Zoom link will be added to your event.

If you selected “Settings”, a sidebar will appear where you can change your

meeting settings. After changing the settings, click “Add Zoom Meeting” at the top of the Zoom sidebar to add the link to your event.

You can send the event to recipients as normal and they will be able to join your Zoom meeting by clicking the link.