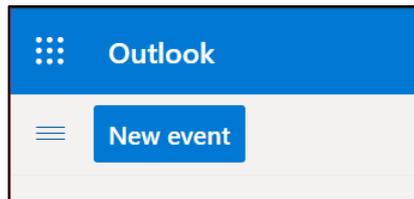


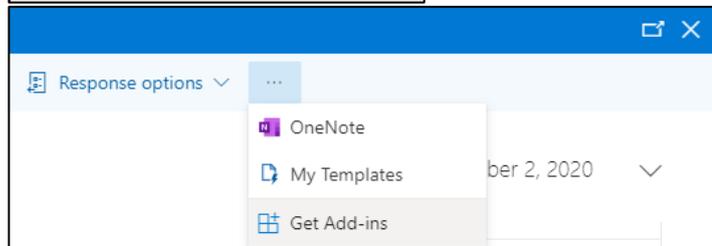
Installing Zoom Add-In (Office 365)

1. Go to <https://outlook.office.com/> and log in with your JMU email address and password. You may need to complete a Duo prompt.

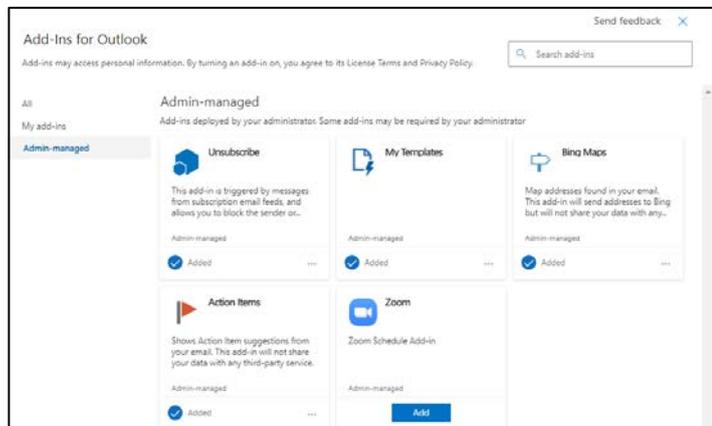
2. Open your calendar by clicking the Calendar icon at the bottom of the left-hand sidebar, then create a new event by clicking “New event” at the top of the left-hand sidebar.



3. Click the three dots in the top right of the Event and click “Get Add-ins”

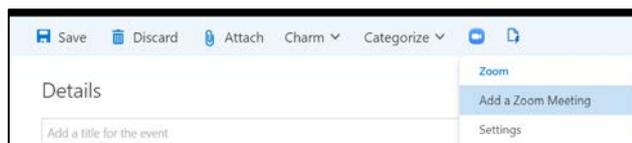


4. Select “Admin-managed” on the left
5. Click the “Add” button under “Zoom”



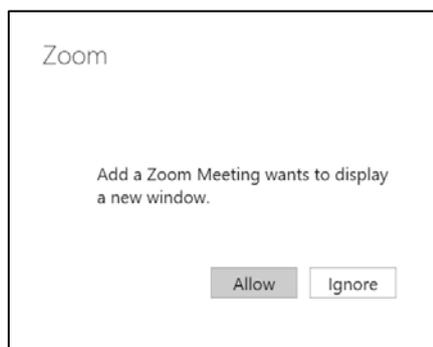
Using Zoom Add-In in Outlook on the Web (also known as OWA or Webmail) (Office 365)

1. Create a new event in your calendar in Outlook on the Web
2. Click the three dots at the top of the event, then hover over "Zoom", 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

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

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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

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.

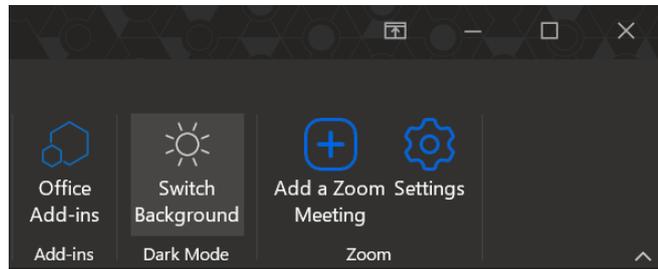
You can send the event to recipients as normal and they will be able to join your Zoom meeting by clicking the link.

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.

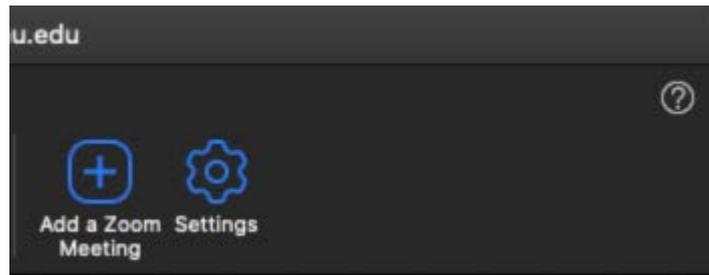
You can send the event to recipients as normal and they will be able to join your Zoom meeting by clicking the link.

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



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.