

Tip Sheet:

How to Install the Zoom for Outlook Add-in on Mac

Disclaimer: Zoom tip sheets are reviewed and updated regularly. We encourage you to *bookmark* this tip sheet, rather than downloading it so that you always have access to the most up-to-date guide.

Note: Zoom regularly updates its technology – if you notice something isn't right on this tip sheet, please contact the [ZMW team](#) to let us know!

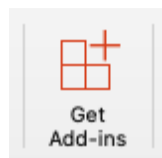
Overview:

The [Zoom for Outlook add-in](#) is designed to manage scheduling within the Outlook web and desktop apps. The add-in allows you to easily add a Zoom meeting to any new or existing calendar event.

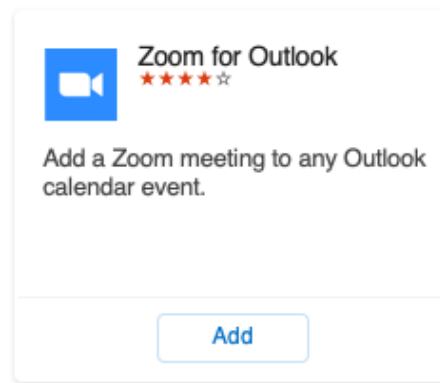
Note: To install the [Zoom add-in on the Outlook for Mac desktop app](#), you must have a Microsoft Exchange account added to Outlook. If you only have an IMAP account, use [Zoom's add-in on the Outlook web app](#). If you receive an error when installing (e.g., error states you do not have the correct permissions), please contact the UMIT Service Desk at (305) 284-6565 or help@miami.edu for assistance.

Install Zoom for Outlook Add-in for Outlook for Mac (Desktop App):

1. Open **Outlook for Mac** and click **Get Add-ins**:



2. Outlook will open a pop-up to manage your add-ins. In the Search field at the top, type **Zoom for Outlook** and select the add-in. To activate the add-in, click **Add**.



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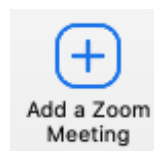
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Install Zoom for Outlook Add-in for Microsoft Outlook on the Web:

1. Open **Microsoft's Outlook on the Web** via email.miami.edu.
2. Log in with your UM credentials (CaneID and password).
3. Open **Calendar** and click **New Event**.
4. In the top menu, click the **Get Add-ins** icon.
 - (Note: You may need to click the ellipses (...) to see this option.)
5. In the **Search** field at the top, type **Zoom for Outlook** and select the add-in.
6. To active the add-in, click **Add**.

Schedule a Meeting via the Zoom for Outlook Add-in:

1. Open **Outlook for Mac** and switch to **Calendar view**.
2. In the **Calendar's Home** tab, click **Meeting**.
3. Enter meeting details (e.g., title, location, guest list, etc.)
4. Within the meeting details navigation, click **Add a Zoom Meeting**. This will add the meeting details into the calendar.



Note: If this is your first time using the Zoom for Outlook add-in, you will be prompted to sign into your University of Miami Zoom account:

- Click **Sign in with SSO** in the sign in window that appears.
- Type **Miami** in the "Enter your company domain" window.
- Click **Continue**.
- Provide your **CaneID** and **password**, and then click **Sign in**.
- Complete the Duo MFA prompt.

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5. If you'd like, select **Settings** to adjust your desired video, audio, and meeting settings. Click **Update** to add these details to the meeting.

A screenshot of the Zoom settings dialog box. The dialog is titled "Zoom" and has a close button in the top right corner. It contains several sections: "Update" and "Remove" buttons at the top; "Schedule for" with a dropdown menu set to "Myself"; "Meeting ID" with two radio button options: "Generated ID 910 0158 6659" (selected) and "Personal Meeting ID (PMI) 305 284 3518"; "Security" with three checkbox options: "Passcode" (unchecked), "Waiting Room" (checked), and "Only authenticated users can join" (unchecked); "Video" with two toggle switches: "Host" (checked) and "Participant" (checked); "Audio" with three radio button options: "Telephone" (unchecked), "Computer Audio" (unchecked), and "Telephone and Computer Audio" (checked); and "Advanced Options" with five checkbox options: "Enable join before host" (unchecked), "Mute participants upon entry" (checked), "Automatically record meeting" (unchecked), "Insert Zoom meeting invitation above existing text" (unchecked), and "Approve or block entry for users from specific countries/regions" (unchecked). There is also a checked option "Include invite link in location field".

**Note: This tip sheet was last updated on 03/26/2021. [Click here](#) for more Zoom tip sheets and resources.*