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 active the add-in, click Add.
Tip Sheet: How to Install the Zoom for Outlook Add-in on Mac

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:
   o Click Sign in with SSO in the sign in window that appears.
   o Type Miami in the “Enter your company domain” window.
   o Click Continue.
   o Provide your CaneID and password, and then click Sign in.
   o 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.

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