This document will help in adding Zoom meeting Add-in in Outlook OWA (Outlook Web Access)

Here are some steps which we need to follow

1. Login to portal.office.com and open outlook or login to outlook.office.com
2. Once it opens click on Calendar section as shown below (in highlighted)

Graphical user interface, application, Teams

Description automatically generated

1. Once it open click on New Event as shown below.

Graphical user interface, application, calendar

Description automatically generated

1. Now it will open in a new Pop-up window (as shown below)
2. Here, we have to click on three dots (…) and choose Get Add-ins options

Graphical user interface, text, application, email

Description automatically generated

1. Once we click on Get Add-ins option, it will be open in another window from there we have to search for Zoom for Outlook add-in and click on Add button after selecting the Add-in.

Graphical user interface, application

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1. Now we will be able to see the Zoom Meeting Add-in while scheduling a meeting on Outlook OWA (as highlighted).

Graphical user interface, text, application, email

Description automatically generated

1. Once the Add-in has been added we must login with Zoom credentials by clicking on that icon either by Settings option or Add a Zoom Meeting.

Graphical user interface, text, application, email

Description automatically generated

1. Now, while scheduling a Zoom meeting we will have Zoom meeting Link, Meeting ID and Password there.

Graphical user interface, text, application

Description automatically generated