

Zoom - How do I sign into the Zoom Outlook Plug-In?

Note

The Zoom Outlook **Plug-In** is not the same as the Zoom O365 **Add-in**, which is the recommended solution when scheduling Zoom meetings through Outlook.

[Zoom - How do I sign into the Zoom Add-In for Outlook?](#)

Both of these applications allow scheduling Zoom meetings using Outlook, **but installation is required for the Plug-In and is only supported on Windows systems. If you are on a Mac, you will need to use the [Zoom Add-in](#).**

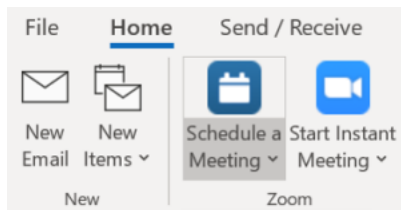
The **Zoom Plugin for Microsoft Outlook** can be downloaded here: [Zoom Download Center](#)

Issue:

- Signing into the Zoom Plug-In for Outlook so that you can schedule a Zoom meeting, or 'Schedule a Meeting' to an existing meeting.
- When I click the 'Schedule a Meeting' button, I am prompted to sign into Zoom.

Solution:

On the ribbon tab at the top of Outlook, select the '**Schedule a Meeting**' button



A new window will open, and you will be prompted to sign into Zoom. Click the '**Or sign in with SSO**' at the bottom of the window

A screenshot of the 'Zoom-Schedule Meeting add-in' window. The window has a title bar with a close button. The main content area says 'Easily add a Zoom meeting to your Outlook Calendar event.' with a 'Learn more' link. Below this is a 'Sign In' section with two input fields for 'Email' and 'Password'. There is a checkbox for 'Stay signed in' and a link for 'Forgot password?'. A large blue 'Sign In' button is below the input fields. At the bottom, it says 'New to Zoom? Sign Up Free' and 'Or Sign In with SSO'. A red arrow points to the 'SSO' link.

Now enter '**wsu**' in the domain field as shown below, and then click '**Continue**'

Zoom-Zoom Schedule Meeting add-in

Back

Sign In with SSO

Enter your company domain

WSU


.zoom.us


Continue

I don't know the company domain


You will be brought to the WSU sign-in page, scroll down and enter your WSU username and password. Click **'Sign in'**


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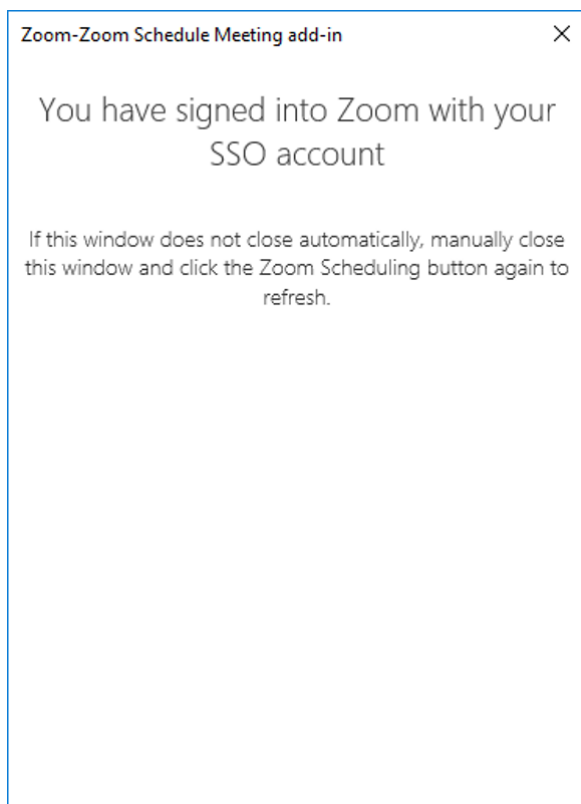


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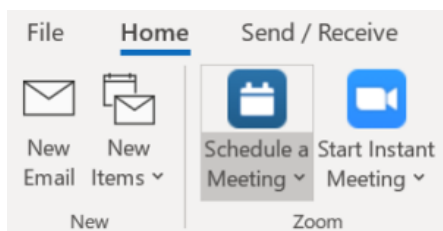
Sign In

Need help signing in?

Upon successful authentication, you will see the following window



Close this window, and click the '**Schedule a Meeting**' button again. You should now see Zoom meeting details added to your meeting invitation



- [Email - How to Add, Manage, and Remove Delegates in Outlook for Mac](#)
- [Mail Merge for Outlook for Mac using a Shared Mailbox](#)
- [Zoom - Videoconference Room System Support Contacts](#)
- [Panopto cuts off the Instructor's lecture recording or cannot record](#)
- [Panopto Recording in a Classroom](#)