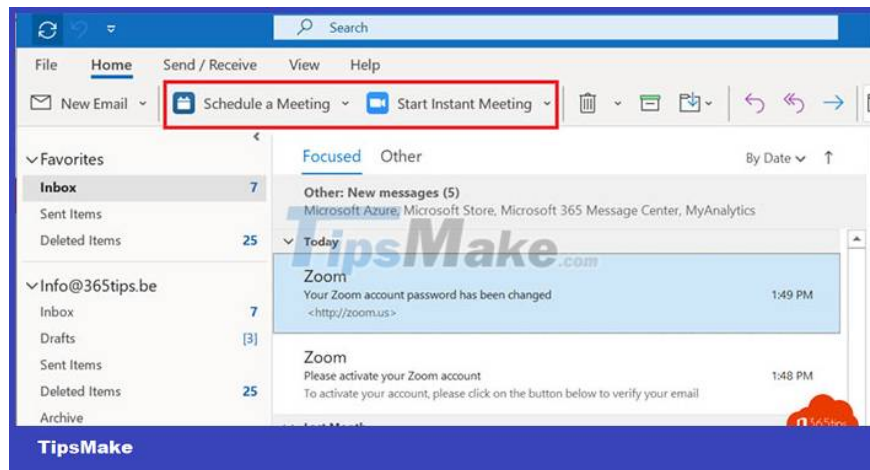


How to add Zoom to your Microsoft Outlook account for online meetings

Online meeting has become more popular than ever, because it helps people connect with each other anytime, anywhere, without wasting time organizing, moving, and still ensuring information is fully transmitted.

One of the most popular online meeting applications is Zoom. With Zoom, users can easily join group meetings, exchange with partners or customers,. Zoom allows people to connect with each other, regardless of time zone and country, through video chat, phone and message.



Meanwhile, Microsoft Outlook is a convenient email service, often used by many people at work. Therefore, it is great to be able to integrate the features of these two applications together to make working online more convenient and smooth.

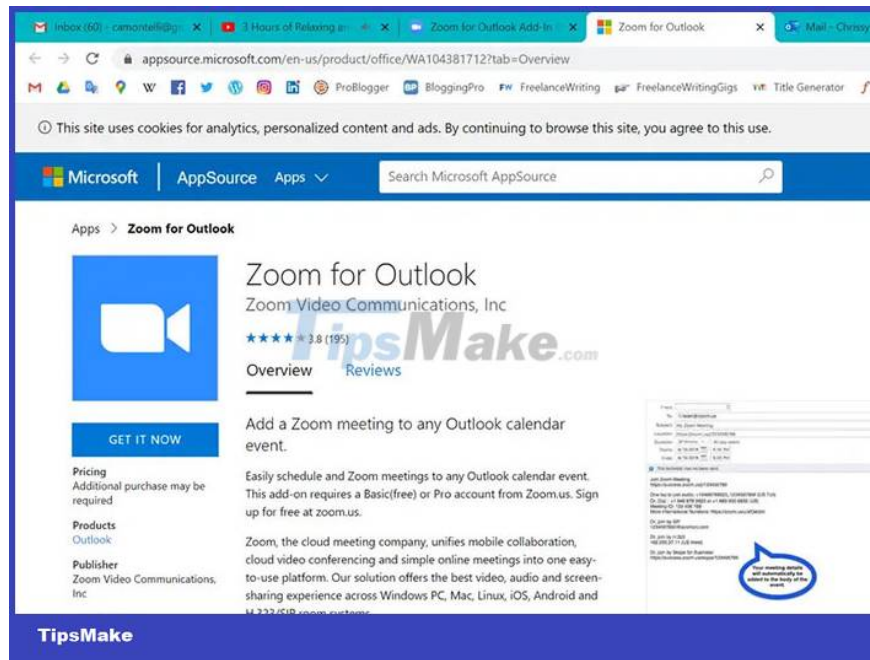
In this article, let's learn how to add Zoom to your Microsoft Outlook account to quickly work online with people already in your contact list.

How to add Zoom to your Microsoft Outlook account

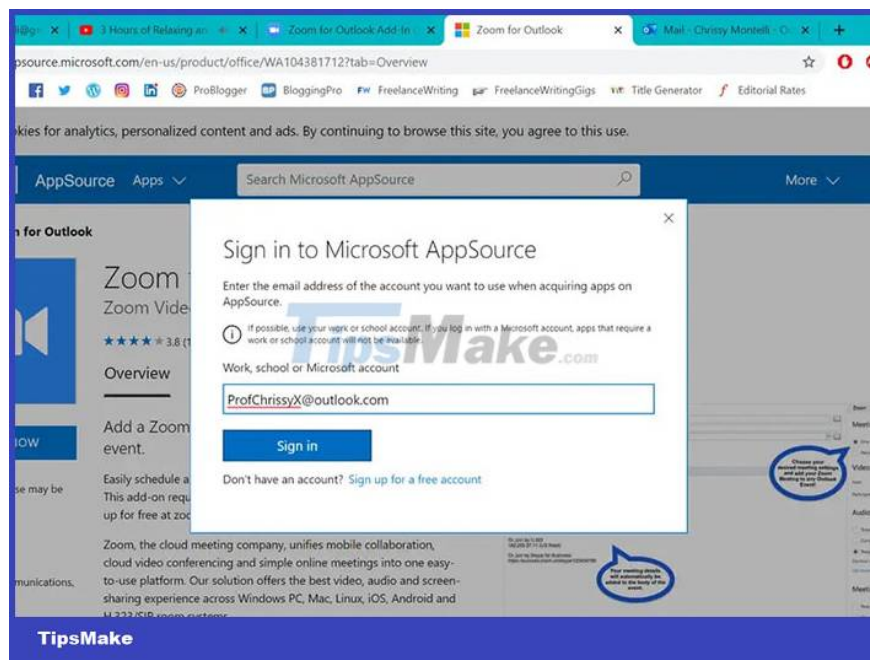
To add Zoom to your Outlook account, follow these steps:

Step 1: To add Zoom to Outlook email client, users need to download the Zoom add-on.

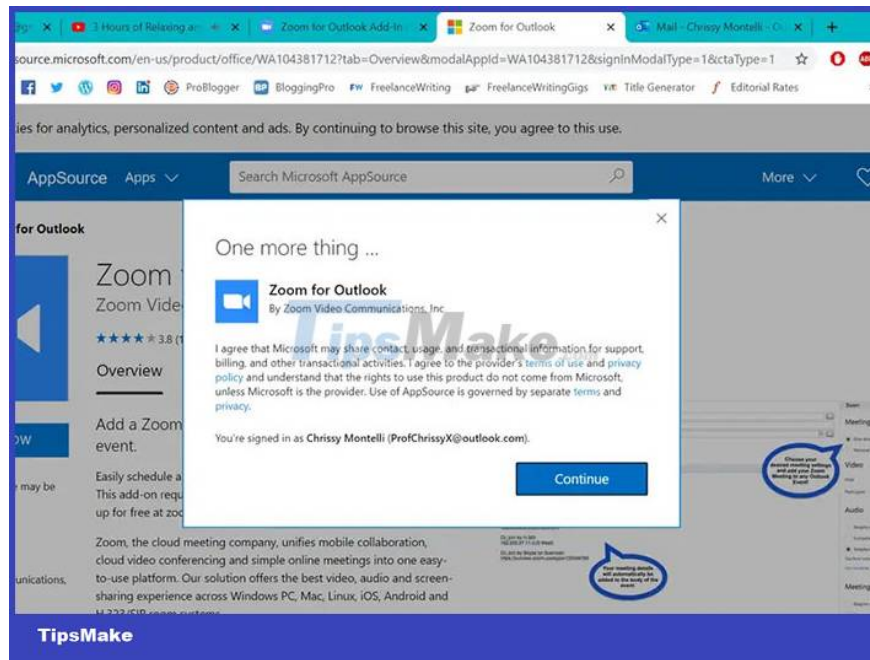
This add-on is available for free in the Microsoft app store. People just click on this link and then hit the blue Get it now button.



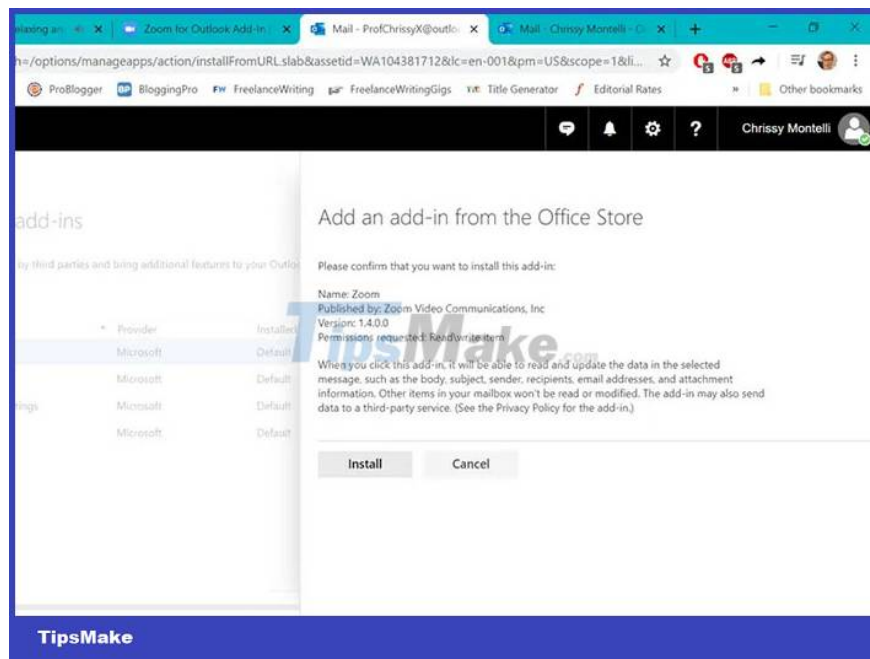
Step 2: Enter your Outlook account information and click Sign In.



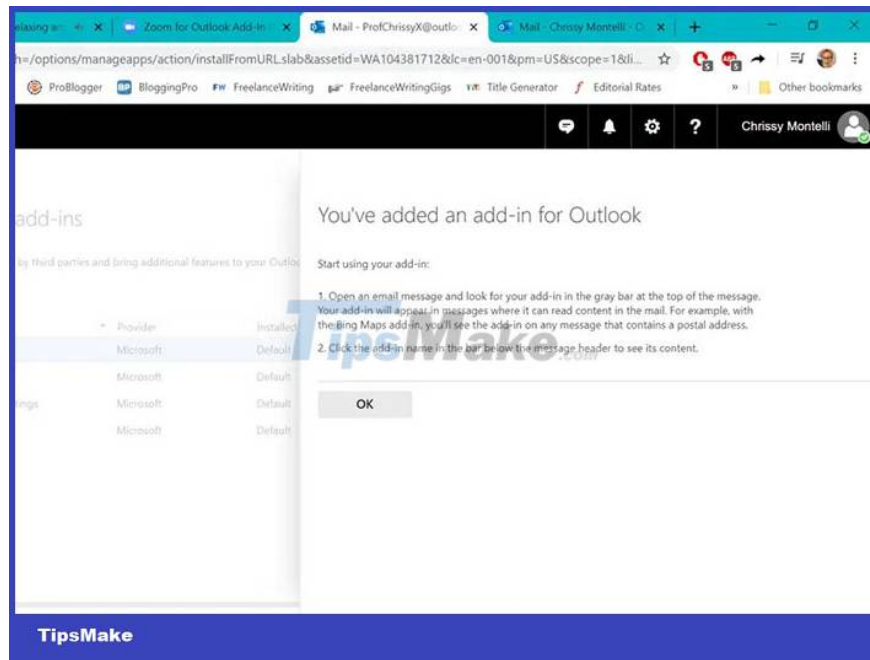
Step 3: Click Continue.



Step 4: Everyone's Outlook email client will open in an internet browser. Continue clicking the button labeled Install.



Step 5: Finally, click OK.

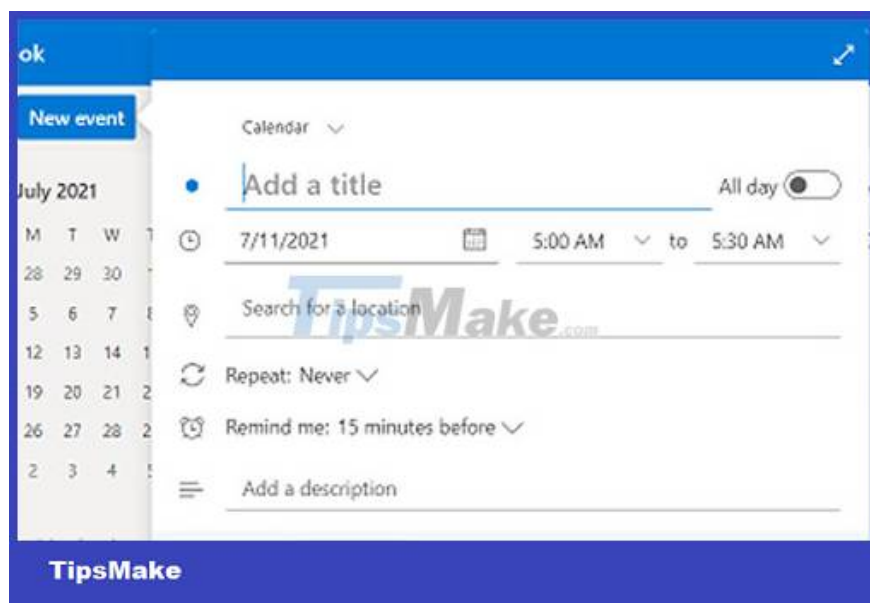


How to create an online Zoom meeting in Microsoft Outlook

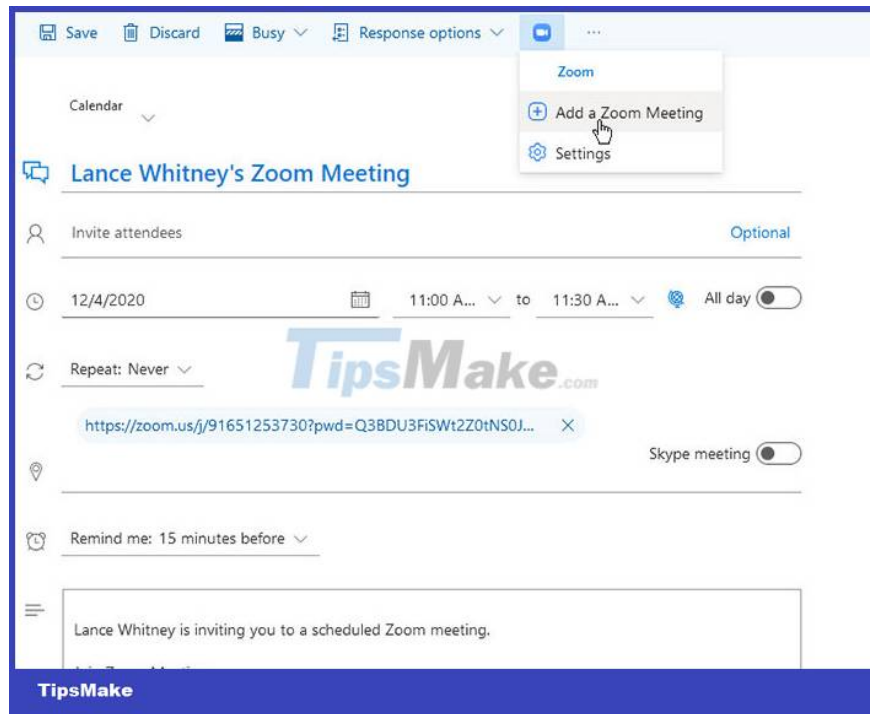
After successfully adding the Zoom extension to your Microsoft Outlook account, people can start using Zoom in their messages. With the Zoom for Outlook add-on, scheduling to start a meeting with colleagues, chat with friends, becomes extremely simple and fast.

Step 1: Navigate to the calendar in Outlook and click New Event.

Step 2: Select More options to expand the layout and display Zoom.

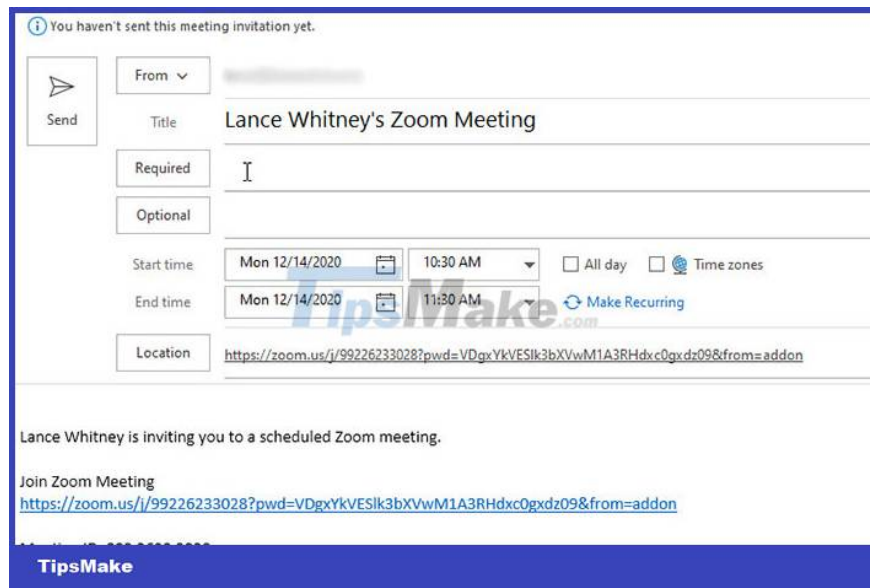


Step 3: Fill in all the necessary information in the fields and click the Add a Zoom Meeting button.



Step 4: A new window will open for users to log in to their Zoom account. Once the login is complete, the meeting information will be configured immediately.

Step 5: Save the Zoom meeting you just created.



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