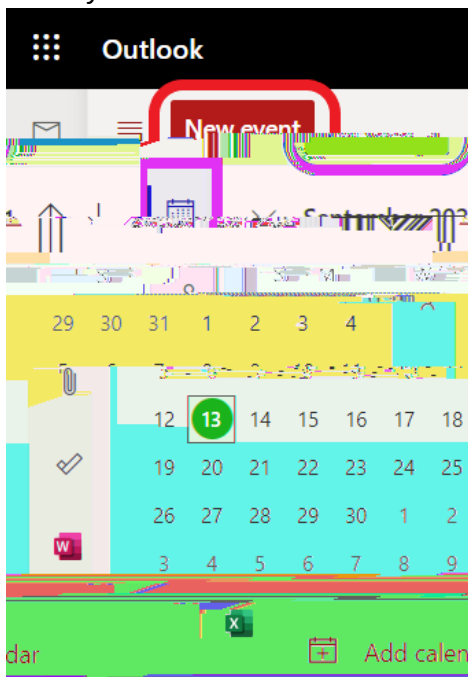


Installing ZoomAdd-in for Outlook on the Web

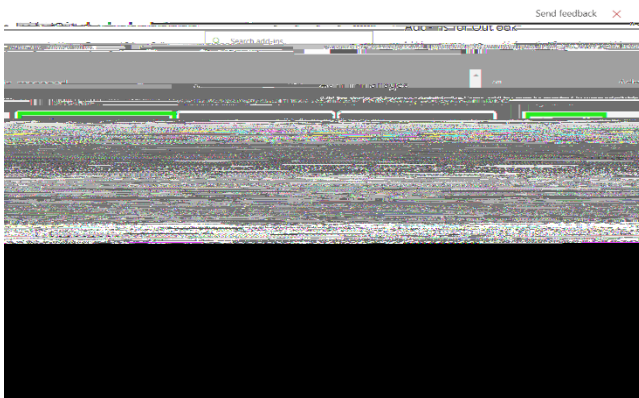
1. Go to your Outlook account on the Web. Select the Calendar option then New Event.

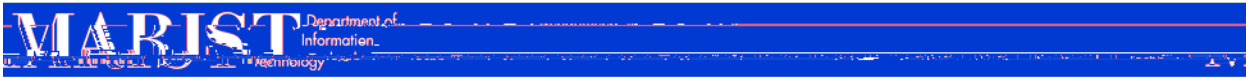


2. Once the New Event is open, you will see three dots on the right for More Options. Select Get Addins.



3. Next, click Admin-managed.
4. Click Add in the "Zoom for Outlook" box.



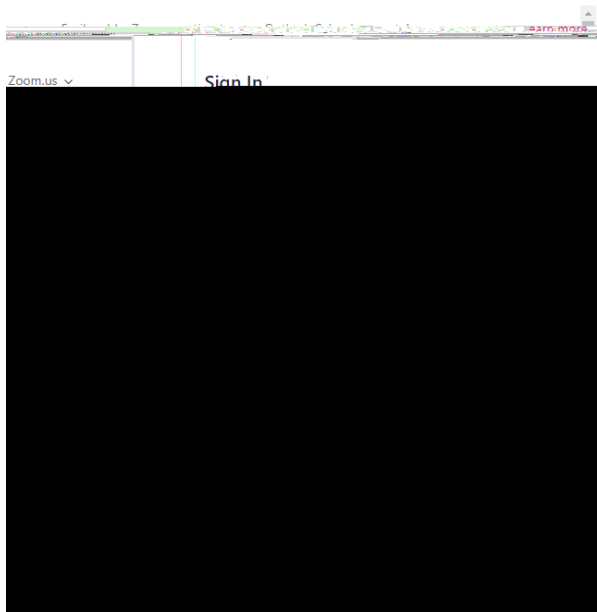


5. If prompted, click the Continue button for the privacy policy.

6. Select the "X" to close the informational pop.

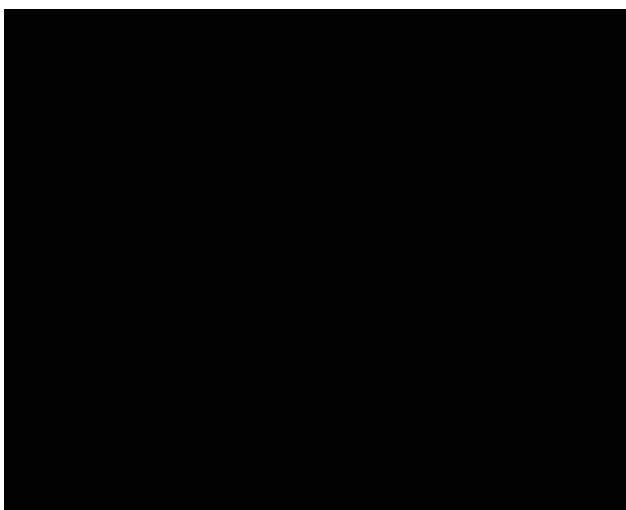
7. Close out of the Addin window and you will be back at 3.793 0 Td [(a*5QT9W213.6 (s99.7 -0.002 TN3.7T44s)-

10. If this is your first time you are scheduling within Outlook with Zoom through the web, you will need to authenticate. Scroll to the bottom and click on SSO



11. Next type marist-edu in the box under *Enter your company domain*. Then click Continue

**Please Note: There is a dash between "Marist" and "edu".*

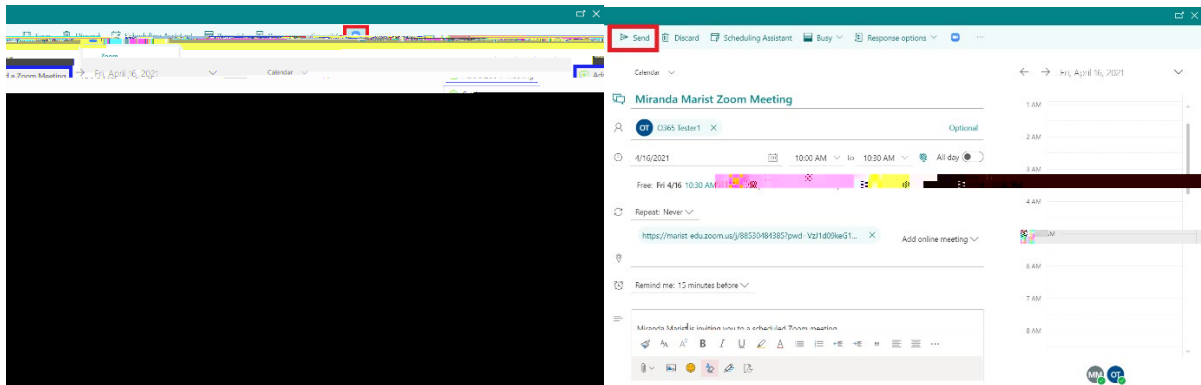


12. Next type your Marist credentials into the Login Form and click Submit



Creating a Meeting or Appointment through Outlook on the Web

1. Click on the Calendar icon, then Click Create New Event
2. Click on the Zoom icon and click Add a Zoom Meeting Edit your Calendar event name, invitees and date/time, click Send.



Creating a Meeting or Appointment through Outlook Client

1. Click on the Calendar icon, then Click New Appointment or New Meeting.
2. Then Click on the Add a Zoom Meeting
3. If you have not already signed in Zoom in the client make sure to sign in by clicking Sign In and typing in "marist-edu".



4. Edit your Calendar event name, invitees and date/time, and click Send.

