# Zoom Meeting Quick Reference – Meeting Basics using Outlook Online Add-in

Scheduling Zoom Meetings

Log in to the Outlook web app (OWA).

1. Open Outlook web **calendar**
2. Select **New event** to create a new calendar event.
3. Click ⋯ to expand Add-in Menu
4. Expand the **Zoom** menu
5. Select **Add Zoom Meeting** (sign in to Zoom, if prompted)
6. The **Zoom Meeting details** will auto-populate the appointment
7. Enter appointment **Title**
8. Add appointment invitee's **Email address**
9. Enter appointment **Date & Time**
10. Click **Send**
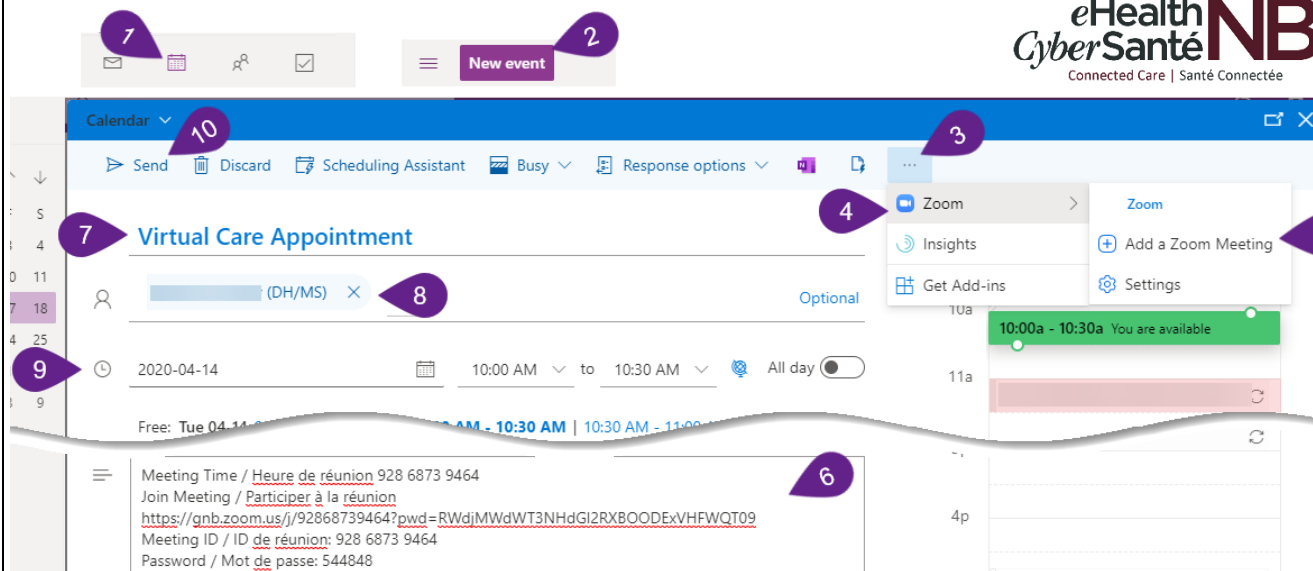
Launch Zoom Meeting

Log in to the Outlook web app (OWA) and open Outlook web calendar

1. Select (single click) **appointment** in the calendar.
2. Click the **Zoom meeting link** from meeting location.
3. An internet browser window will open, click **Open Zoom** in the pop-up dialogue box.
4. Click **Join with Computer Audio**.

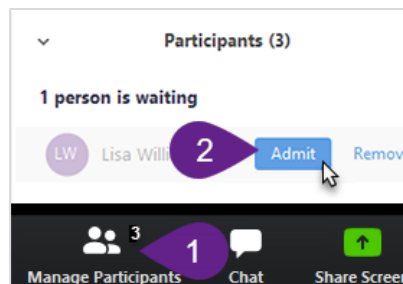The Zoom meeting has now been started.

For more on In Meeting Controls see page 2
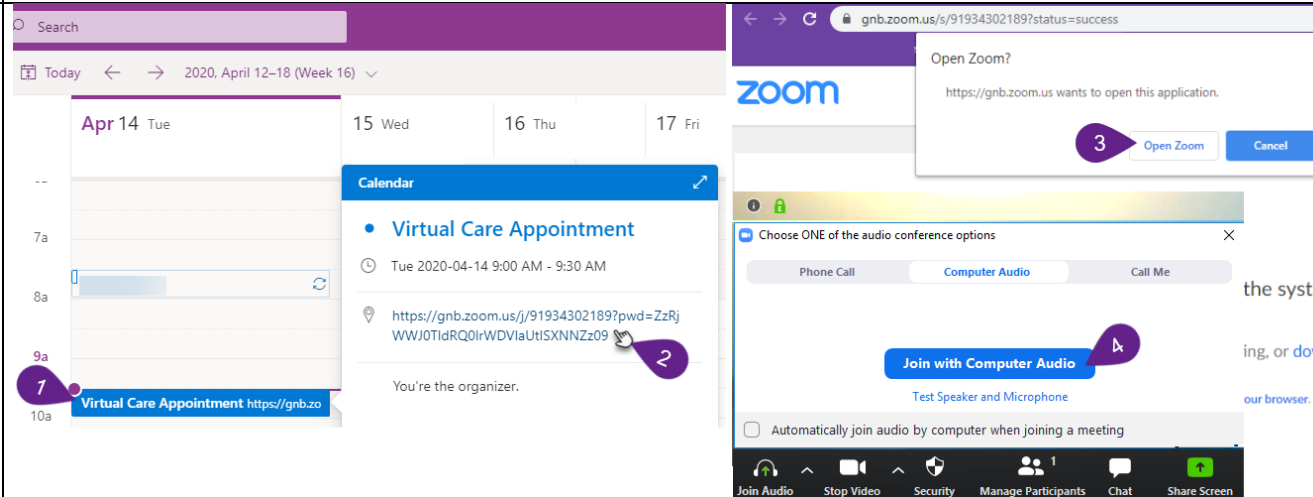
Admit Meeting Participant(s)

For increased security, the Host must admit participants into the meeting:

1. Click **Manage Participants**.
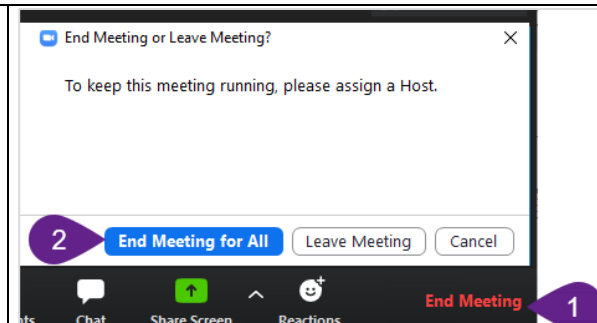2. Click **Admit** next to the waiting participant's name.

End Zoom Meeting

For the Host to end the meeting:

1. Click **End Meeting** in the lower right-hand corner of the Zoom Meeting.
2. Click End Meeting for All to close the meeting for all participants.

Note: For a meeting to continue after the Host leaves, click **Leave Meeting** instead and assign another participant as Host.

Zoom Meeting Quick Reference – In Meeting Controls & Basic Troubleshooting

Join Audio/Mute Audio

When entering a Zoom Meeting, select your audio conference option. Until an option is applied, the following icon is displayed:

To mute/unmute your microphone, click the **Mute/Unmute** [Join Audio] button.
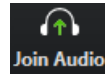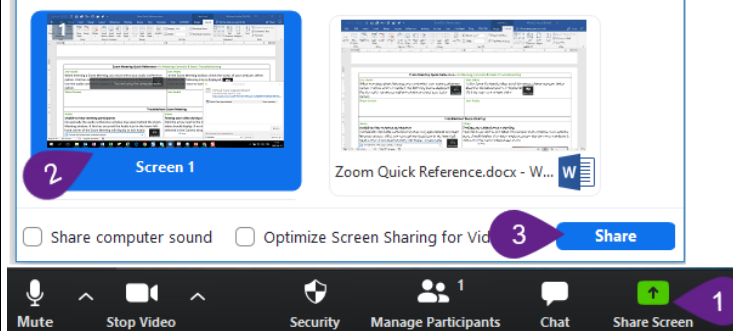
Join Video/Stop Video

To start your webcam, click the icon once. To stop, click the **Stop Video** button once. When [Start Video] disabled, the following icon is displayed:

Share Screen

1. Click Share Screen.
2. Select the screen to be shared (desktop or specific application).
3. Click Share

Note: All participants in your meeting can share their screen.

Chat

Click "Chat" to advise the attendees of any technical difficulties (audio or video difficulties).

Note: The Chat feature is only to be used to communicate any technical difficulties you or the participants may be experiencing. If the participant prefers a text communication, use standard SMS text messaging services.

| **Troubleshoot Zoom Meeting** |
|---|

Audio

Unable to hear meeting participants

Occasionally the audio conference window may open behind the Zoom Meeting window. If this has occurred the Audio Icon in the lower left-hand corner of the Zoom Meeting will display as Join Audio:
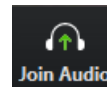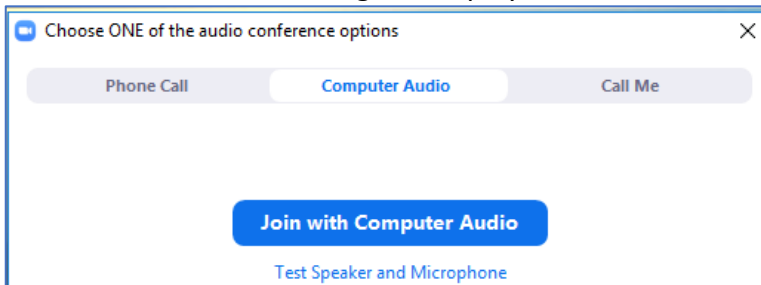
Meeting participants unable to hear you

In the Zoom Meeting toolbar, check the status of your microphone.

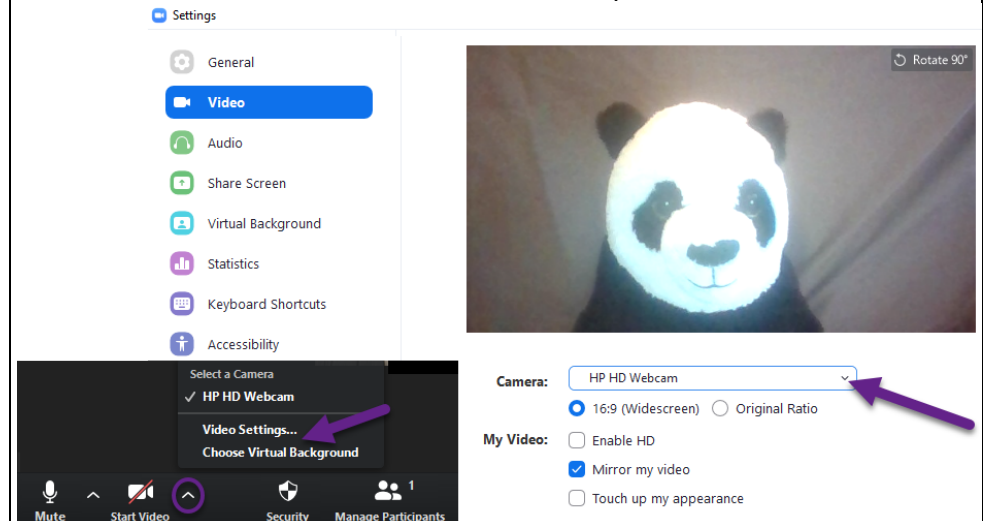When muted, the following icon is displayed:
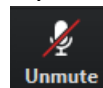
[Unmute]

Click the icon once to unmute.

Video

Testing your video during a meeting

Click the arrow next to the Video icon to open Video Settings. Your webcam video should display. If no video displays, ensure that the correct webcam is selected in the Camera drop-down menu.

Updating an Existing Zoom Meeting

Log in to the Outlook web app (OWA).

1. Open Outlook web **calendar.**

2. Double click the **calendar event** you want to update to open it.

3. Click **Edit**.

4. Update the meeting information (Title, Date & Time).

5. Click [...] to expand Add-in Menu.

6. Expand the **Zoom** menu.

7. Select **Settings** (sign in to Zoom, if prompted).

8. Click **Update**. A Notification will be displayed.

9. Click **Send.** An update has been sent to the attendees.
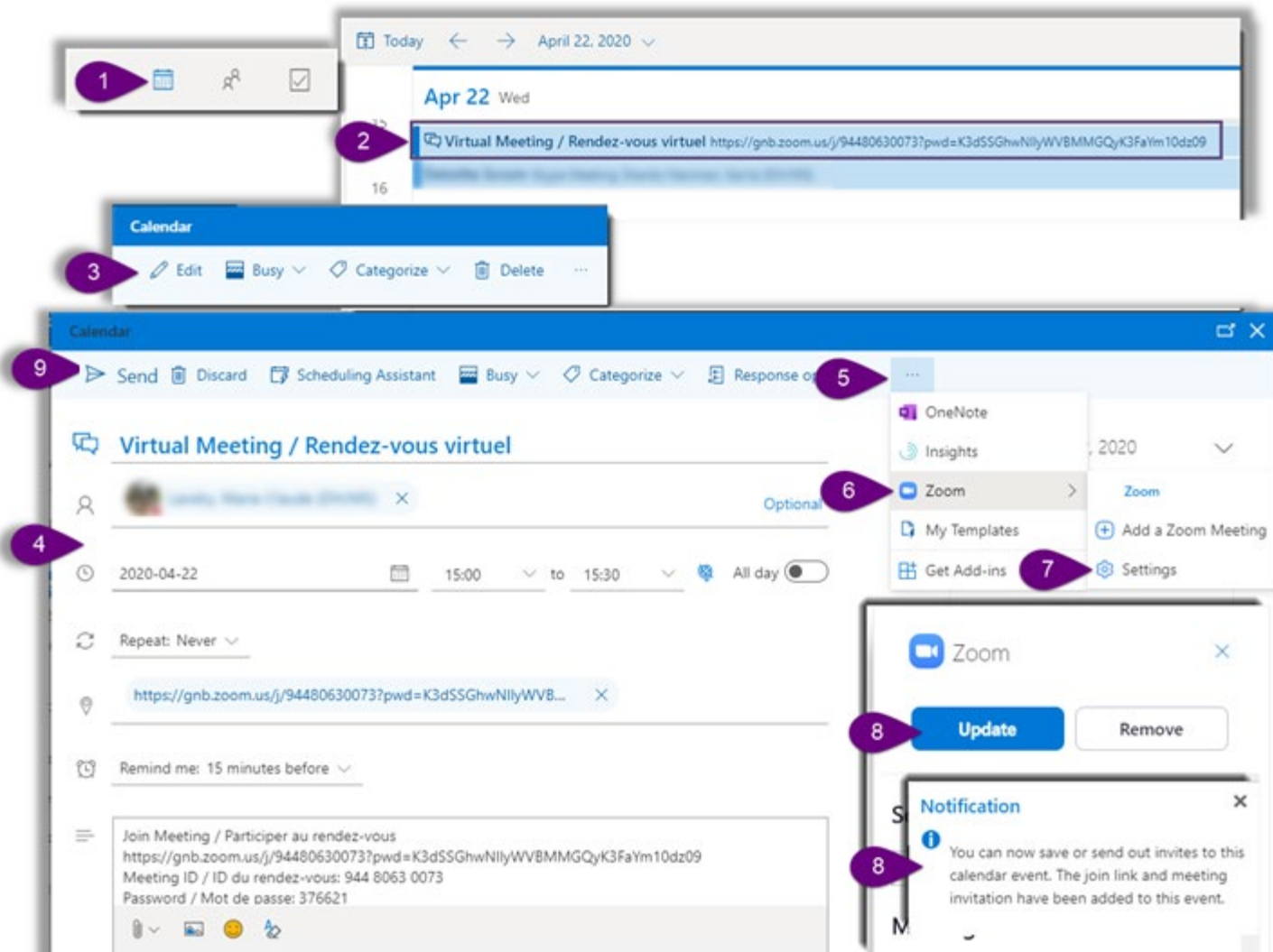
Cancel an Existing Zoom Meeting

Cancelling a Zoom meeting requires 2 steps:

1) **Removing the Zoom Meeting**

2) **Cancelling the Outlook Meeting**

1) Removing the Zoom Meeting

Log in to the Outlook web app (OWA).

1. Open Outlook web **calendar.**
2. Double click the **calendar event** you want to cancel to open it.
3. Click **Edit**.
4. Click [...] to expand Add-in Menu.
5. Expand the **Zoom** menu.
6. Select **Settings** (sign in to Zoom, if prompted).
7. Click **Remove**. A Remove Meeting window will open, click **Remove** again.
8. Click **Discard**. A Discard changes window will open, click **OK**.
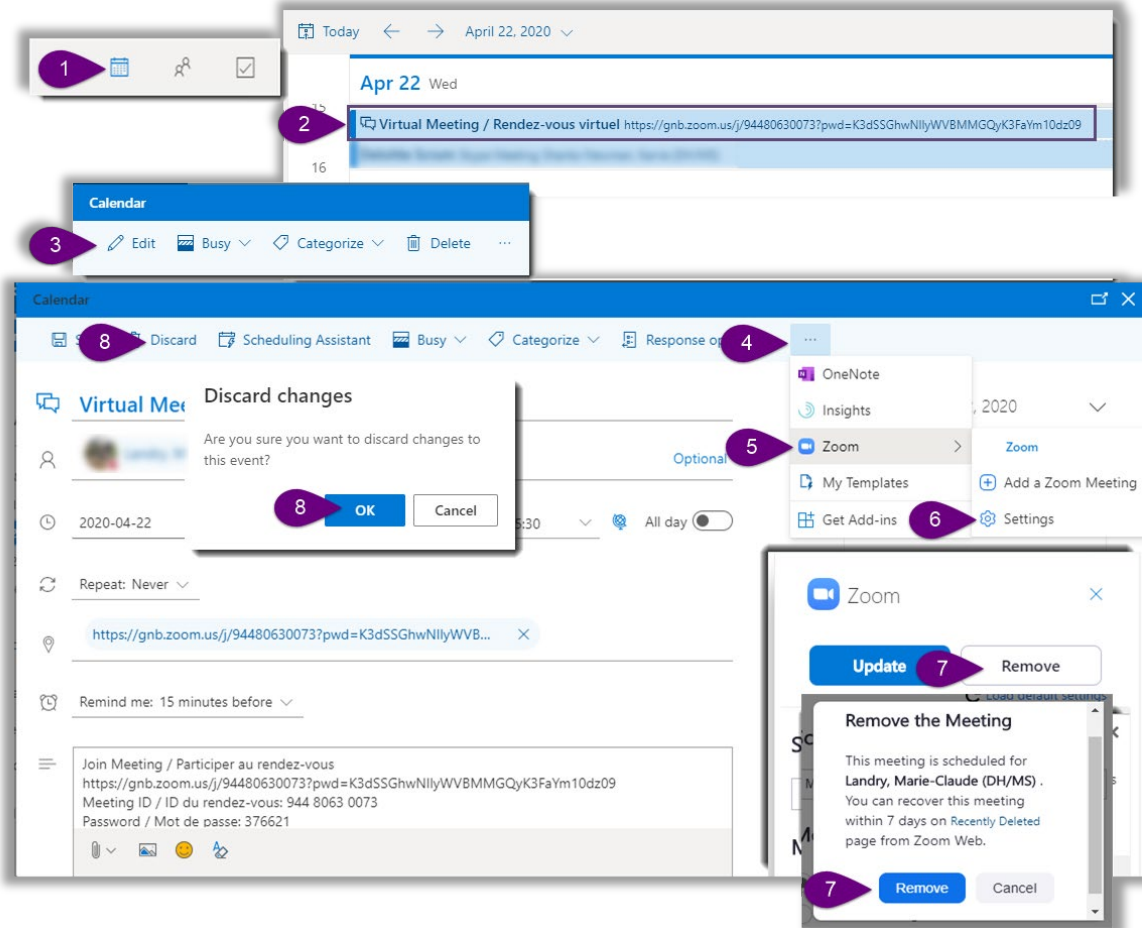
2) Cancelling the Outlook Meeting

In your Outlook web **calendar**:

9. Double click the **calendar event** you want to cancel.
10. Click **Cancel**. A cancel event window will open.
11. Click **Send**. An event cancellation message will be sent to the attendees.

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