

# Outlook Zoom Plug-in

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The Zoom plugin for Outlook allows you to schedule Zoom meetings, or start an instant meeting directly from within Outlook. Once the plug-in is installed it will appear as a new section in the ribbon.

[Click here to install plug-in](#)

[Click here for PDF instructions](#)

For Mac users,

1. Open Outlook and click File > Manage Add-ins. ...
  2. Click the plus icon > Add from the Office Store.
  3. Search for Zoom for Outlook and click GET IT NOW.
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