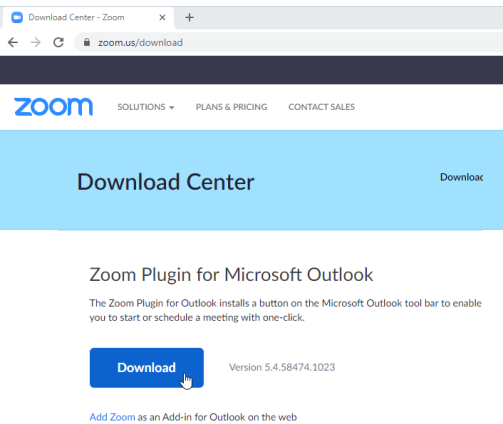
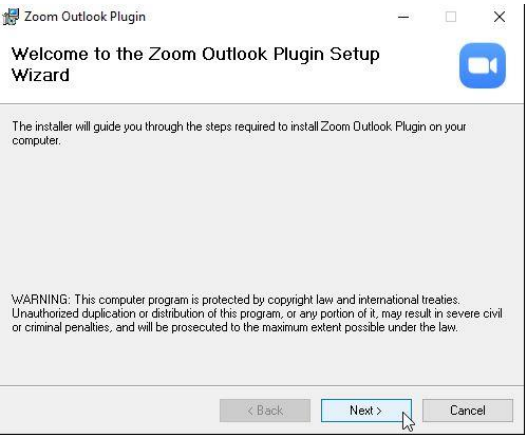
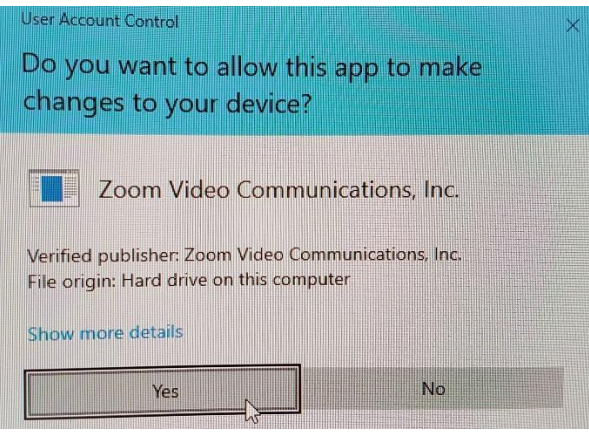
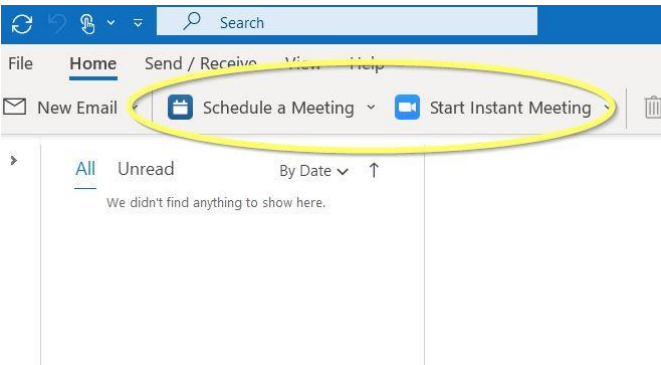
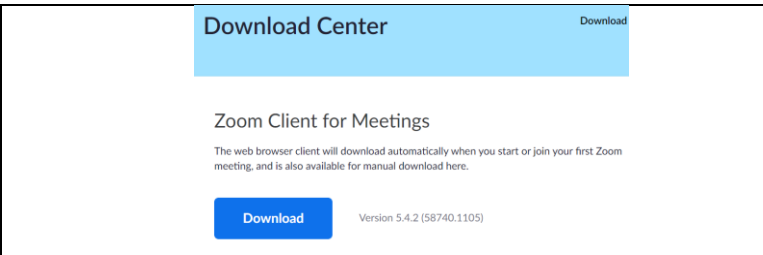
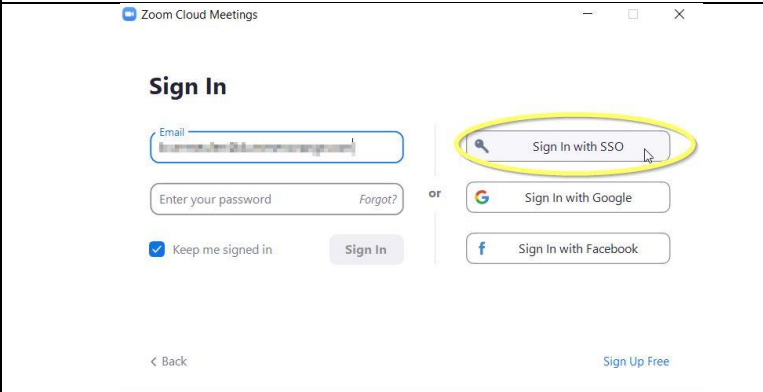
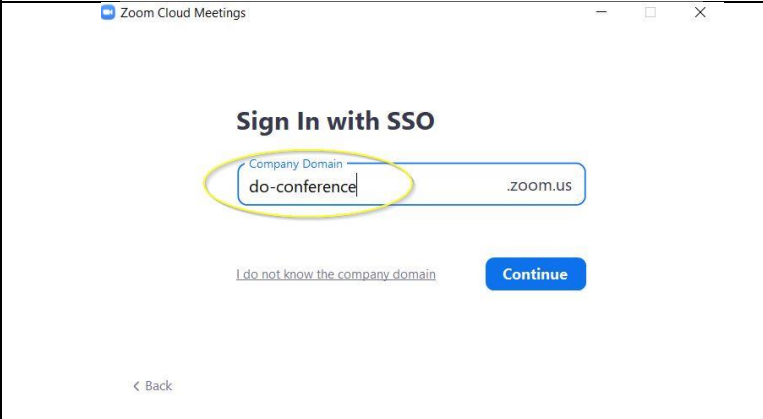
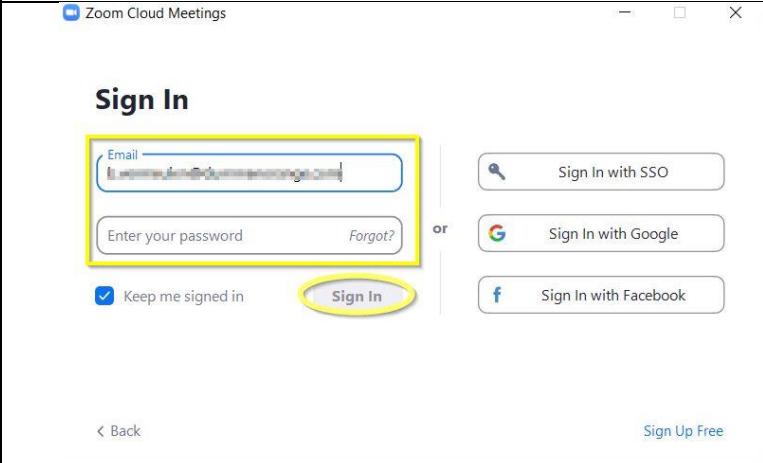
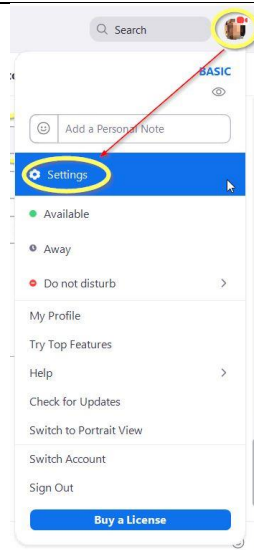


Installing the Zoom Plug-In for Outlook

	Downloading Zoom Plug-in for Microsoft Outlook: 1. Go to “Zoom.US\Download” 2. Download the Plugin for Outlook by clicking “Download”
	Installing the Zoom Plugin for Outlook: 3. When the download is completed, locate and start the downloaded (MSI) file. Double-click 4. In the subsequent steps accept all proposed settings by clicking “Next” and “Ok”
	If applicable: Allow the installation process to make changes to the device: 5. Click “Yes” 6. Click “Yes” or “Ok” in the next steps and wait until the installation has been finished
	(Re)start Outlook to activate the Plug-In: Two Zoom-Buttons will be visible in the Ribbon

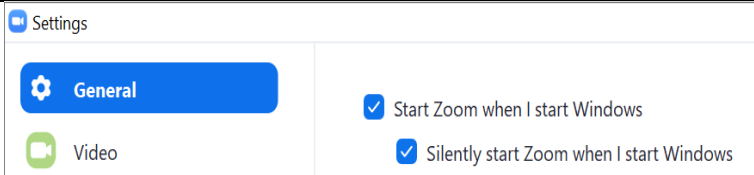
Installing the Zoom application on your device

 Download Center Zoom Client for Meetings The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here. Download Version 5.4.2 (58740.1105)	Downloading Zoom Client for meetings: 1. Go to “Zoom.US\Download” 2. Download the Zoom Client for meetings by clicking “Download” 3. Open the file 4. Follow the installation process
 Sign In Email Enter your password Forgot? ☒ Keep me signed in Sign In or Sign In with SSO Sign In with Google Sign In with Facebook Back Sign Up Free	If you Sign-In with <u>SSO</u> (1): 5. In case the application is not started: start the Zoom application 6. Click “Sign in with SSO” NOTE: if you do not use SSO, skip to step 9.
 Sign In with SSO Company Domain do-conference .zoom.us I do not know the company domain Continue Back	If you Sign-In with <u>SSO</u> (2): 7. Fill in the “Company Domain”: “do-conference” 8. Click “Continue” NOTE: continue to step 12.
 Sign In Email Enter your password Forgot? ☒ Keep me signed in Sign In or Sign In with SSO Sign In with Google Sign In with Facebook Back Sign Up Free	If you Sign-In with your <u>work email</u>: 9. Fill in your work email address 10. Enter your password 11. Click on “Sign in” The Zoom app will start.



Change your settings:

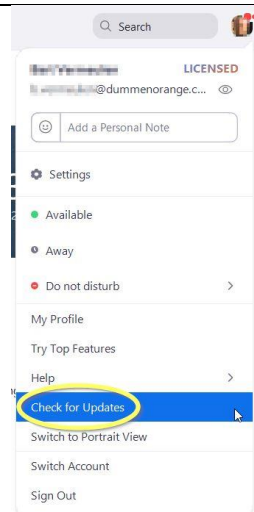
12. Right click on your profile (picture)
13. Select "Settings"



Start Zoom when starting Windows:

14. Go to settings and click on: "start Zoom when I start Windows"

The next time you start up your laptop, Zoom will automatically open and you'll receive chats and other messages from Zoom.



Update application:

15. Click on your account (top right)
16. Select "Check for Updates"
17. Wait until update has been installed (if applicable)
18. Click "sign out"
19. Restart the Zoom Application