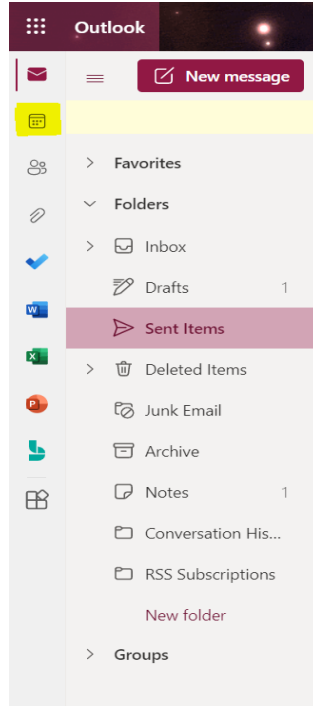


HOW TO: Populate Zoom Meeting to Outlook Calendar

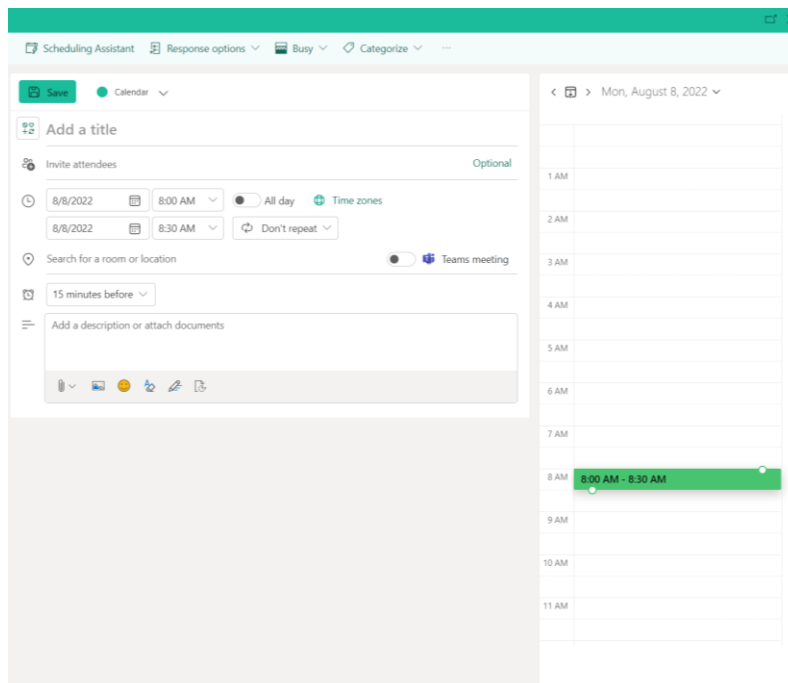
Follow the below sets of steps for a meeting you are creating yourself.

From Rutgers Connect (web application)

In the navigation pane on the far left, select the calendar icon.



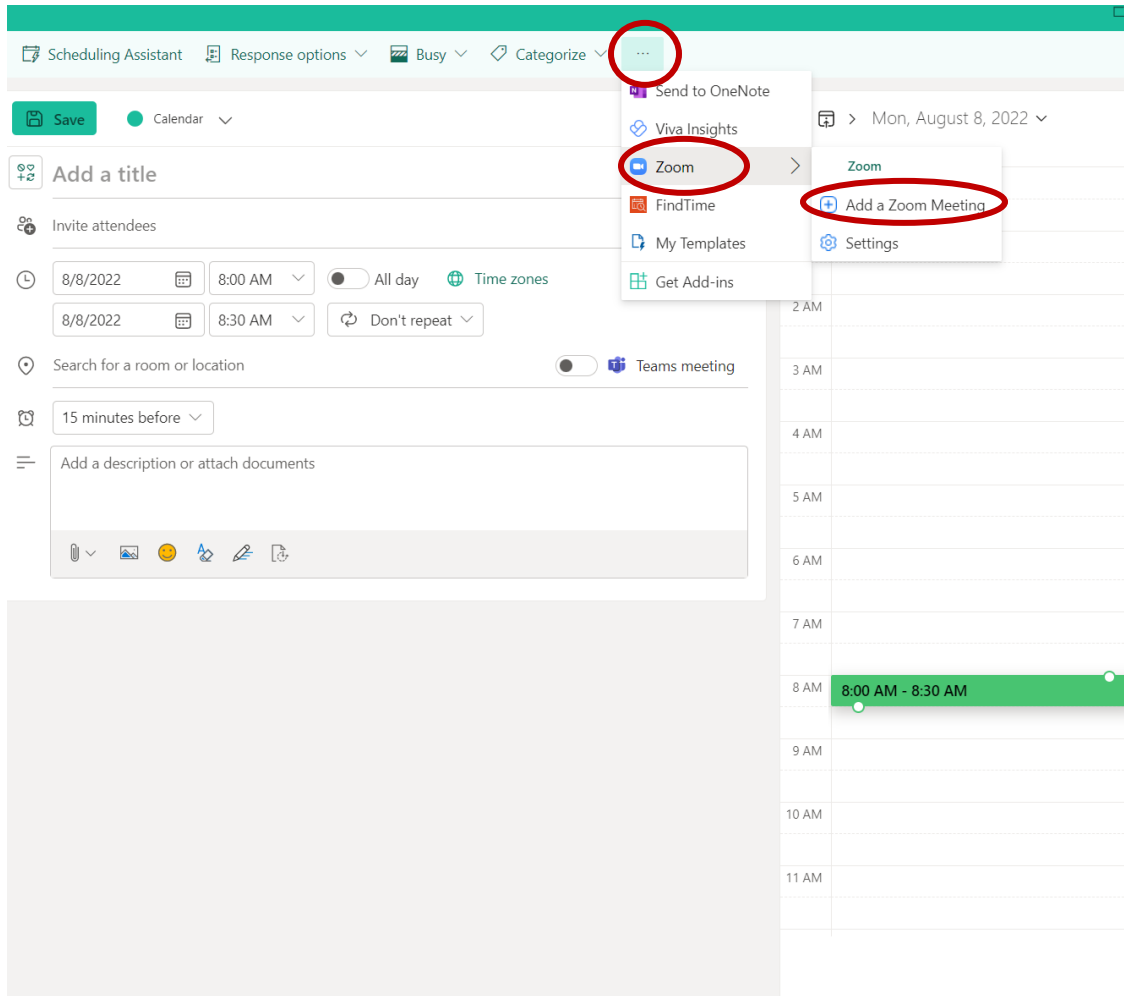
Locate the date you wish to schedule and double click. This will produce a dialogue box.



HOW TO: Populate Zoom Meeting to Outlook Calendar

Input your meeting specifics (title, attendees, time, location, comments, etc.)

Once finished, select the **ellipsis** in the top navigation pane, then **Zoom**, and finally **“Add a Zoom Meeting”**.

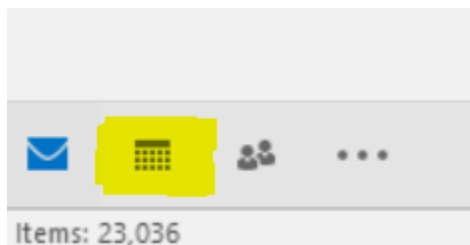


This will prompt the Zoom meeting to populate – and you’re done!

Don’t forget to confirm all entered information before sending! 😊

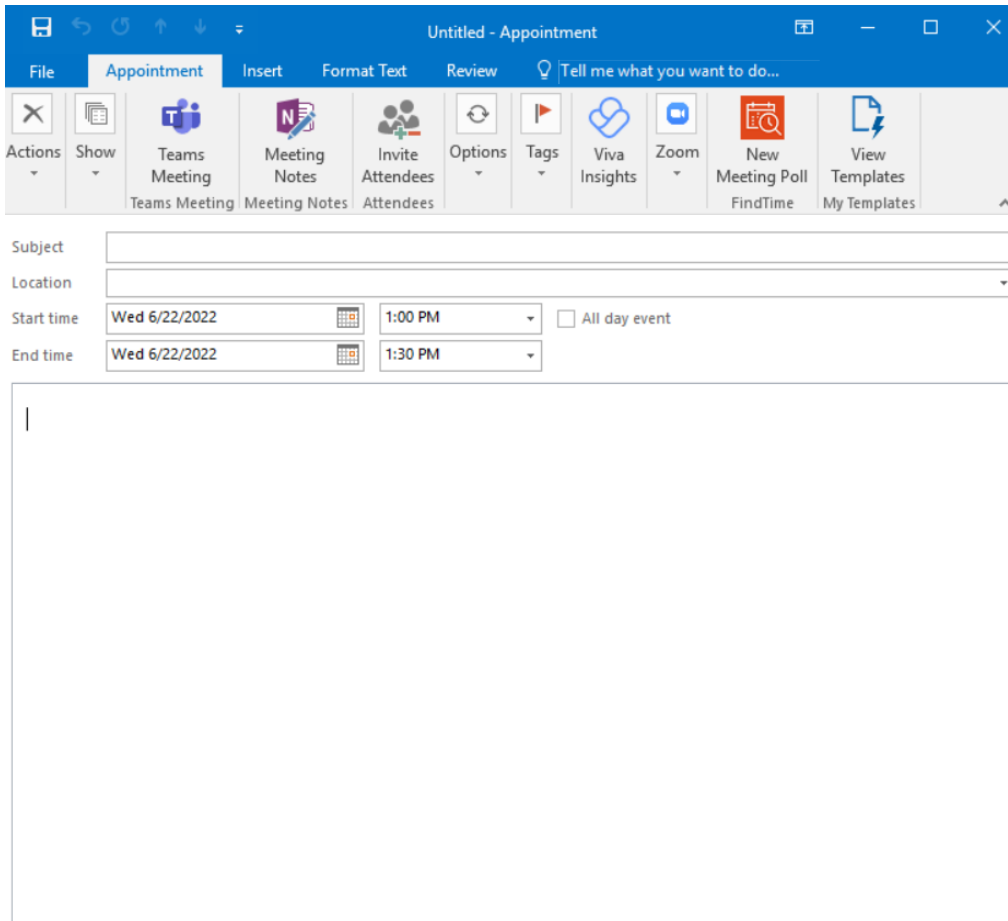
From Outlook Desktop Application

In the navigation pane in the bottom left corner, select the calendar icon.



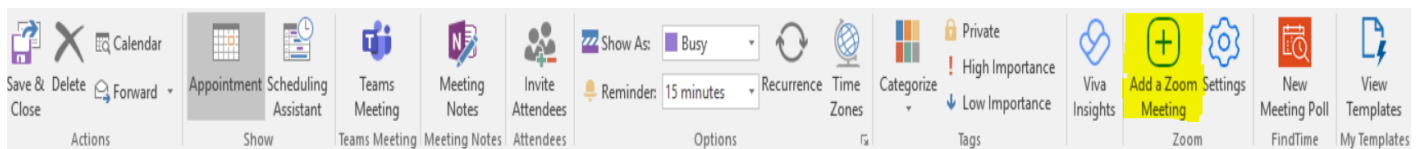
HOW TO: Populate Zoom Meeting to Outlook Calendar

Locate the date and time you wish to schedule and double click. This will produce a dialogue box.



Input your meeting specifics (**title, attendees, time, location, comments, etc.**)

Once finished, select “Add a Zoom Meeting” from the top navigation pane.



This will prompt the Zoom meeting to populate – and you’re done!

Don’t forget to confirm all entered information before sending! 😊

Follow the below set of steps for a meeting invite you’ve received without a calendar invitation (cannot RSVP; does not populate to your calendar).

If the email has a calendar ATTACHMENT:

Open the calendar attachment.


HOW TO: Populate Zoom Meeting to Outlook Calendar


Mon 12/7/2020 10:56 AM


Rbhs_sn_newark_faculty <rbhs_sn_newark_faculty-bounces@email.rutgers.edu> on behalf of Shammah Coleman <snc76@sn.rutgers.edu>

DEC 8th 2020 - Remote Seminar - Three Things That Will Enhance Remote Teaching and Learning.


to rbhs_sn_all_faculty@email.rutgers.edu

 8E8D5875F4D7401FABAAE9C041660C33.ics 1 KB

 ATT00001.txt 542 bytes

 ATT00002.txt 551 bytes

Bing Maps + Get more apps



Rutgers School of Nursing Faculty
You are cordially invited
December 8, 2020 - 12:00 Noon – 1:00 PM

Dear Rutgers School of Nursing Faculty,

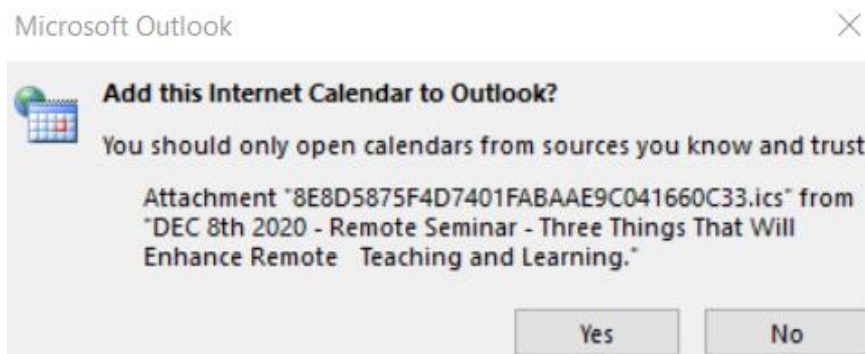
This is a friendly reminder for a special one-hour remote seminar exclusively for RSON faculty! Jason Drysdale, Ed.D., an expert educator and researcher in Digital Learning and Instructional Design, will be presenting on the topic of *Three Things That Will Enhance Remote Teaching and Learning*.

Kindly reach out for additional questions or concerns.

Join scheduled Zoom meeting.

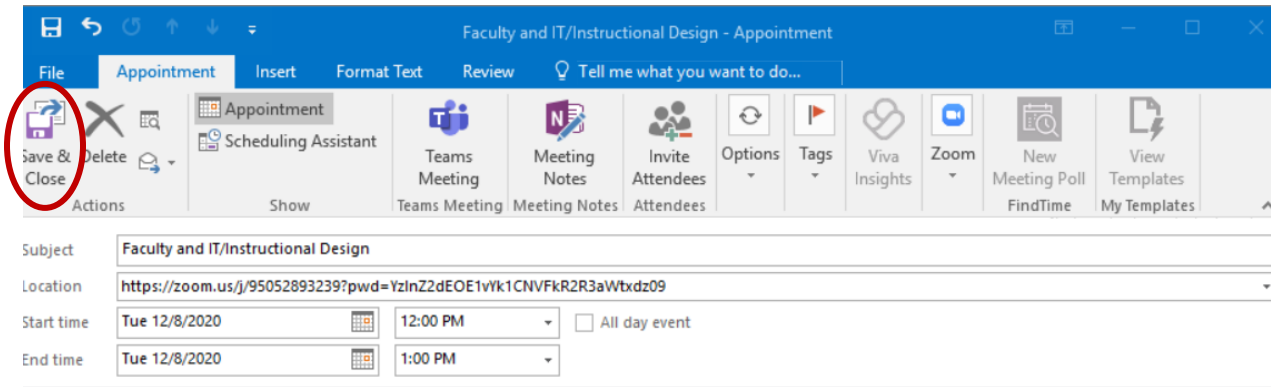
Topic: Faculty and IT/Instructional Design
Time: Dec 8, 2020 12:00 PM Eastern Time (US and Canada)

If a dialogue box asks you to “Add this Internet Calendar to Outlook?” Click “yes”.



The appointment should open in a new window. Click “Save & Close” in the top left corner.

HOW TO: Populate Zoom Meeting to Outlook Calendar



The screenshot shows the Outlook 'Appointment' window for 'Faculty and IT/Instructional Design - Appointment'. The ribbon includes 'File', 'Appointment', 'Insert', 'Format Text', and 'Review'. The 'Appointment' ribbon has several groups: 'Actions' (with 'Save & Close' circled in red), 'Show' (with 'Appointment' and 'Scheduling Assistant'), 'Teams Meeting', 'Meeting Notes', 'Attendees', 'Options', 'Tags', 'Viva Insights', 'Zoom', 'New Meeting Poll', and 'My Templates'. The appointment details are as follows:

Subject	Faculty and IT/Instructional Design	
Location	https://zoom.us/j/95052893239?pwd=YzlnZ2dEOE1vYk1CNVFKR2R3aWtxdz09	
Start time	Tue 12/8/2020 12:00 PM	<input type="checkbox"/> All day event
End time	Tue 12/8/2020 1:00 PM	

Shammah Coleman is inviting you to a scheduled Zoom meeting.

Topic: Faculty and IT/Instructional Design
Time: Dec 8, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/95052893239?pwd=YzlnZ2dEOE1vYk1CNVFKR2R3aWtxdz09>

Meeting ID: 950 5289 3239
Passcode: jpMJv9

The meeting should now appear in your Outlook calendar!