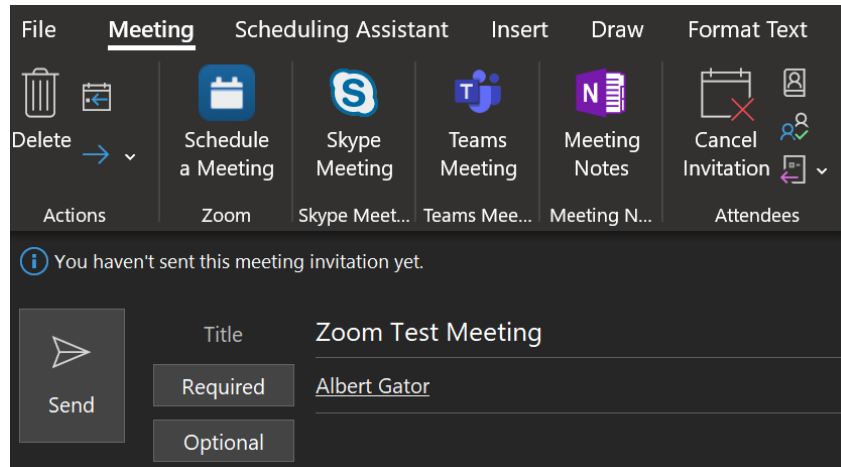


## Moving Work Meetings to UF Zoom

There may be situations where you need to move your in-person meeting into a virtual meeting. Follow directions below to move the meeting into virtual using the UF Zoom service.

### **Move Your Work Meeting to Virtual Using UF Zoom**

1. Make sure you have the Zoom Plugin for Microsoft Outlook installed [see below for help]
2. Open your Outlook calendar. Double-click on the meeting you would like to change.
3. In the ribbon, go to the Appointment tab. Look for the Zoom section. select Schedule a Meeting
4. Adjust the settings for the meeting to fit your preferences. By default, it will remember your current settings
5. Press the Send Update button. The attendees will receive an email with an invitation to the Zoom meeting.
6. To start your meeting, you can open your meeting request and click on link in body of request.



If you're having trouble, follow these quick tips below:

### **Install the Zoom Plugin for Microsoft Outlook**

In order to use the Zoom Plugin for Microsoft Outlook. You must first have the Zoom Client for Meetings installed.

#### **Personal Computer**

1. Navigate to <https://ufl.zoom.us/download#client> and download Zoom Plugin for Microsoft Outlook.
2. Start the install.
3. You will need to close and open Outlook for options to appear.

#### **Student Affairs Work Computer**

1. Open the Software Center and select Zoom Plugin for Microsoft Outlook under Applications
2. Press Install.
3. You will need to close and open Outlook for options to appear.