Schedule a Zoom Meeting Outlook on the Web (OWA)

Action
To schedule a Zoom meeting through the calendar in Outlook on the Web (OWA), follow the instructions below.

Instructions
1. In OWA, click **New event**.

![New event](image1)

2. Click on the three dots on the menu ribbon.
3. Select **Zoom** and then Click **Add a Zoom Meeting**.

![Add a Zoom Meeting](image2)

4. Zoom meeting details will be added to the meeting. To change Zoom meeting details, click on Settings to modify the meeting settings.

Need more help? Contact the ITS Service Desk.