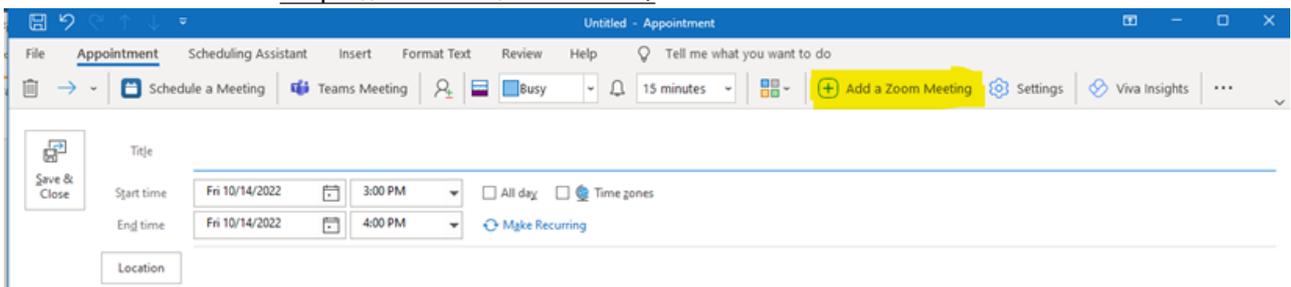


How do I add an appointment to the MS1C Conference Room calendar?

1. Go to Calendar view in Outlook
2. Create new appointment in your calendar or the calendar of the person on whose behalf you are scheduling the appointment.
(Do NOT create the appointment within the MS1C Conference Room Calendar.)
3. Click “+ **Add a Zoom Meeting**”.

(If you do not see “ + Add a Zoom Meeting”, download and install the Zoom Plugin for Microsoft Outlook: <https://zoom.us/download>).



4. If a Zoom sign-in prompt appears, follow the following instructions to log in. Otherwise proceed to step 5:
 - Click the **SSO** button at the bottom of the prompt.

Easily add a Zoom meeting to your Outlook Calendar event. [Learn more](#)

Sign In

 Zoom.us ▾

Email

Password [Forgot?](#)

CAPTCHA Code
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

 Keep me signed in

Sign In

Don't have an account? [Sign Up](#)

or

 SSO  Google

[Add-In Settings](#)

- Enter `ucdavis` in the Domain field and click **Continue**.

Back

Sign in with SSO

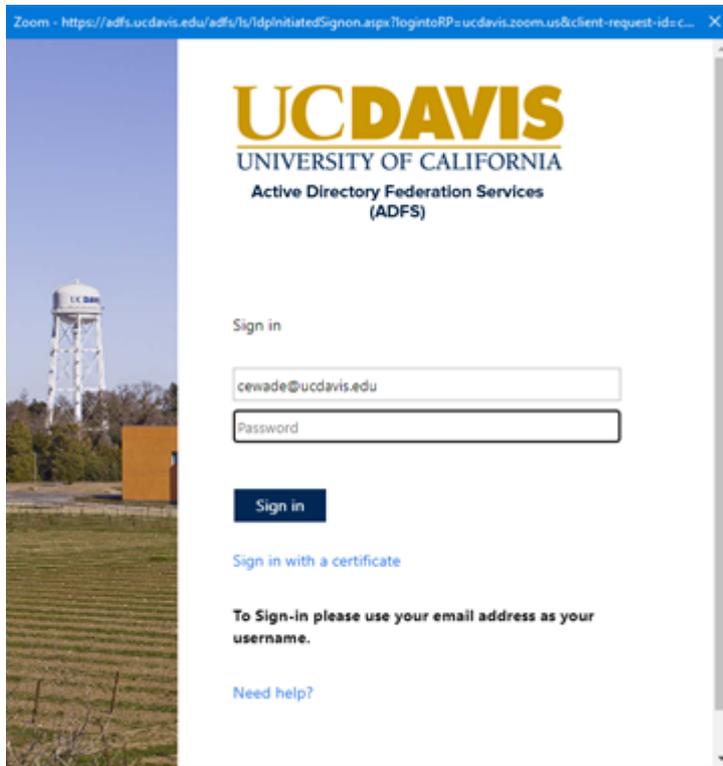
Enter your company domain

 .zoom.us

Continue

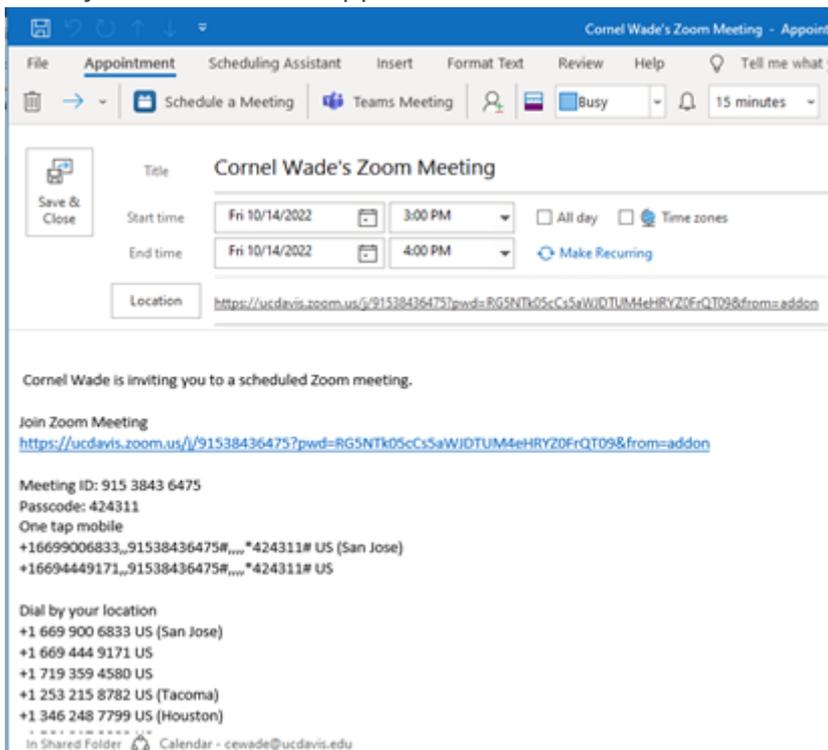
[I don't know the company domain](#)

- You'll be redirected to the UCD ADFS prompt. Enter your UCD email address and password and click the **Sign In** button.



5. After signing in the Zoom meeting details will automatically be placed in the appointment details.

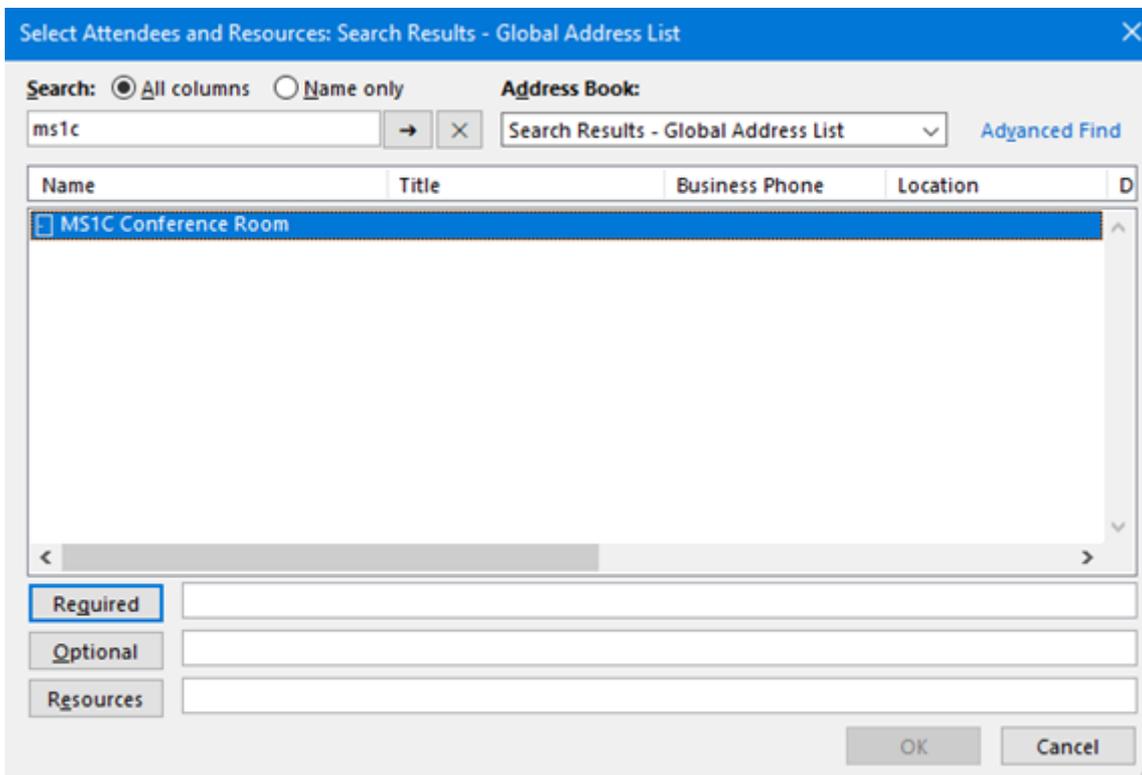
Modify the Title of the appointment, if desired.



6. In the top ribbon of the Appointment window click **Scheduling Assistant**. Click **Add Attendees**

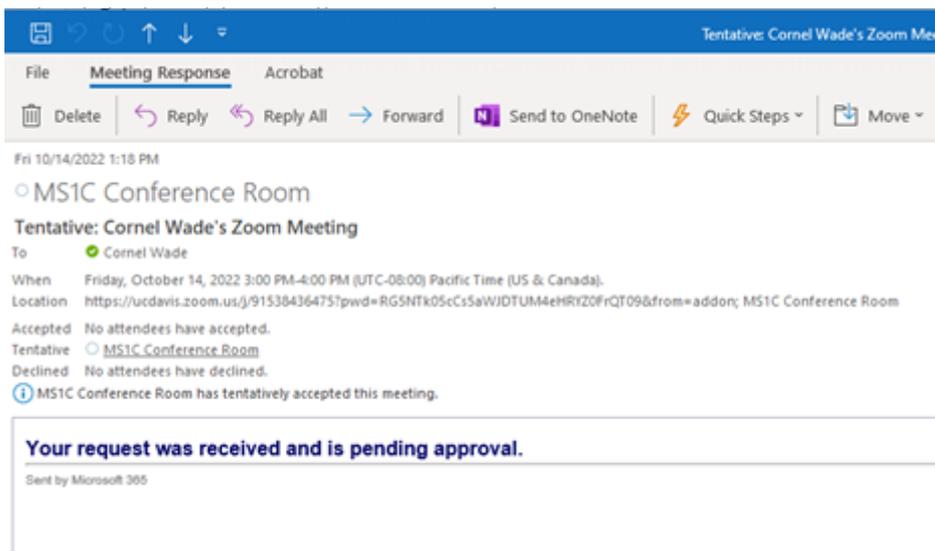
7. Change the Address Book to Global Address List

8. Type into the search field and press the **Enter** key.



9. Click **MS1C Conference Room** in the search results and then click **Required**.
10. Repeat steps 6-9 to add another people who should be invited to the Appointment.
11. Click "**Meeting**" in the top ribbon to view the updated details.
 Verify that those you selected as attendees should be listed, and MS1C Conference Room should appear in the Required and Location fields.
 The Zoom meeting link should also appear in the Location field.
12. Click the **Send** button to add the appointment.

You will receive an email notification confirming that your appointment has been Tentatively



as been approved

Accepted: Cornel Wade Cornel Wade's Zoom Meeting -

File Meeting Response Acrobat

Delete Reply Reply All Forward Send to OneNote Quick Steps Move Rules

Fri 10/14/2022 1:46 PM

Angela H Chen on behalf of MS1C Conference Room

Accepted: Cornel Wade Cornel Wade's Zoom Meeting

To Cornel Wade

When Friday, October 14, 2022 3:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).

Location <https://ucdavis.zoom.us/j/91538436475?pwd=RG5NTk05cCs5aWJDTUM4eHRlYz0FrQzT096dfrom=addon>; MS1C Conference Room

Accepted Angela H Chen MS1C Conference Room

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

Angela H Chen has accepted this meeting on behalf of MS1C Conference Room.

Revision #4

Created 30 May 2024 17:42:07 by Samuel Tseng

Updated 30 May 2024 22:30:47 by Samuel Tseng