

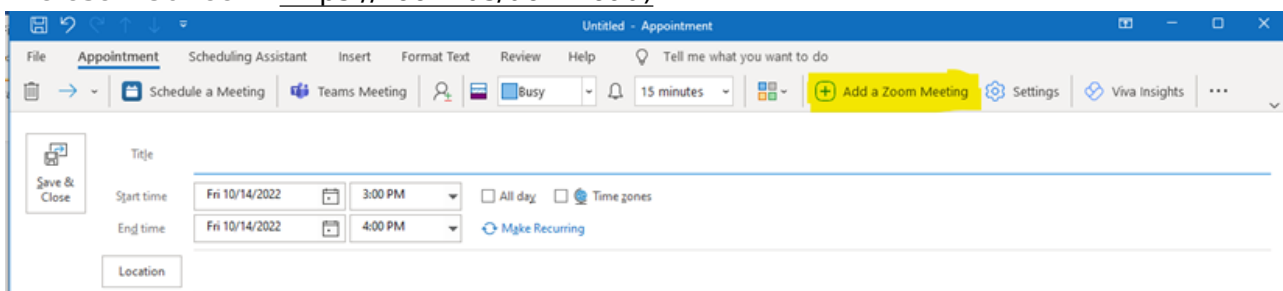
# How do I add an appointment to the MS1C Conference Room calendar?

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.

Zoom - [https://zoom.us/office365/login?\\_host\\_Info=Outlook\\$Win32\\$16.02\\$en-US\\$telemetry\\$inDialog\\$50](https://zoom.us/office365/login?_host_Info=Outlook$Win32$16.02$en-US$telemetry$inDialog$50)

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**.

Zoom - <https://zoom.us/office365/sso>

[Back](#)

### Sign in with SSO

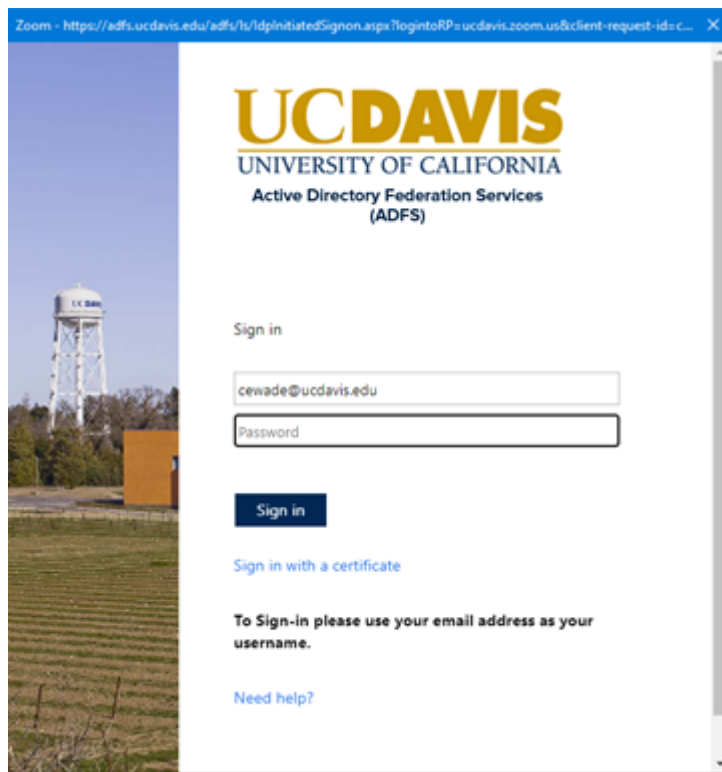
Enter your company domain

Domain  .zoom.us

[Continue](#)

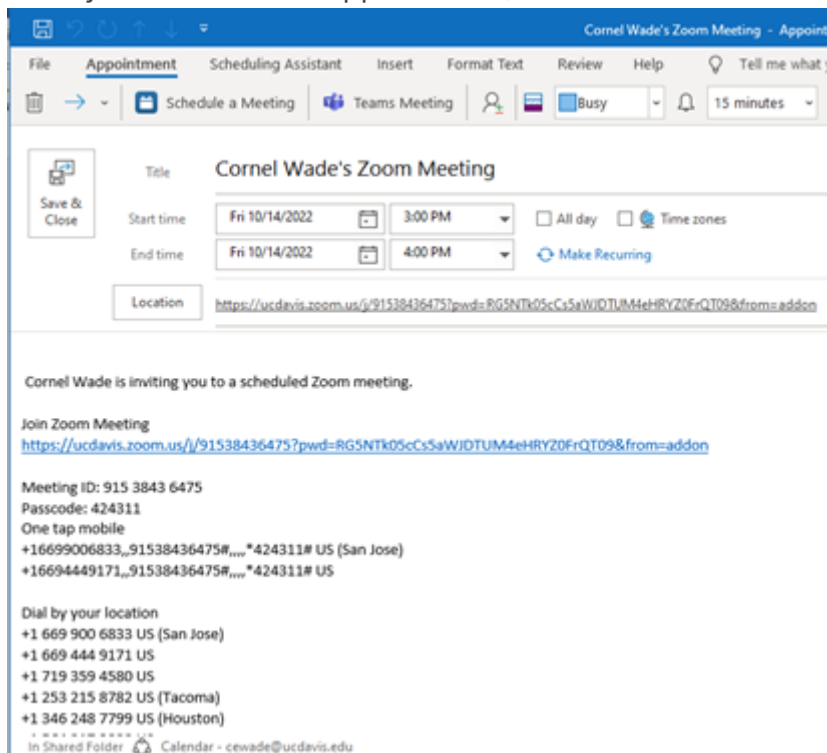
[I don't know the company domain](#)

- 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 **MS1C** into the search field and press the **Enter** key.

Select Attendees and Resources: Search Results - Global Address List

Search: ☒ All columns ☐ Name only Address Book: Search Results - Global Address List [Advanced Find](#)

ms1c → ×

Name	Title	Business Phone	Location	D
<input checked="" type="checkbox"/> MS1C Conference Room				

Required

Optional

Resources

OK Cancel

- Click **MS1C Conference Room** in the search results and then click **Required**.
- Repeat steps 6-9 to add another people who should be invited to the Appointment.
- 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.

- Click the **Send** button to add the appointment.

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

Tentative: Cornel Wade's Zoom Meeting

File Meeting Response Acrobat

Delete Reply Reply All Forward Send to OneNote Quick Steps Move

Fri 10/14/2022 1:18 PM

MS1C Conference Room

Tentative: 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=RG5NTk05cSsSaWJDUTUM4eHRyZ0FrQT09&from=addon>; MS1C Conference Room

Accepted: No attendees have accepted.

Tentative: [MS1C Conference Room](#)

Declined: No attendees have declined.

MS1C Conference Room has tentatively accepted this meeting.

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**Your request was received and is pending approval.**

Sent by Microsoft 365

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=RG5NTk05cCs5aWJDTUM4eHRlYz0FrQjT09&from=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