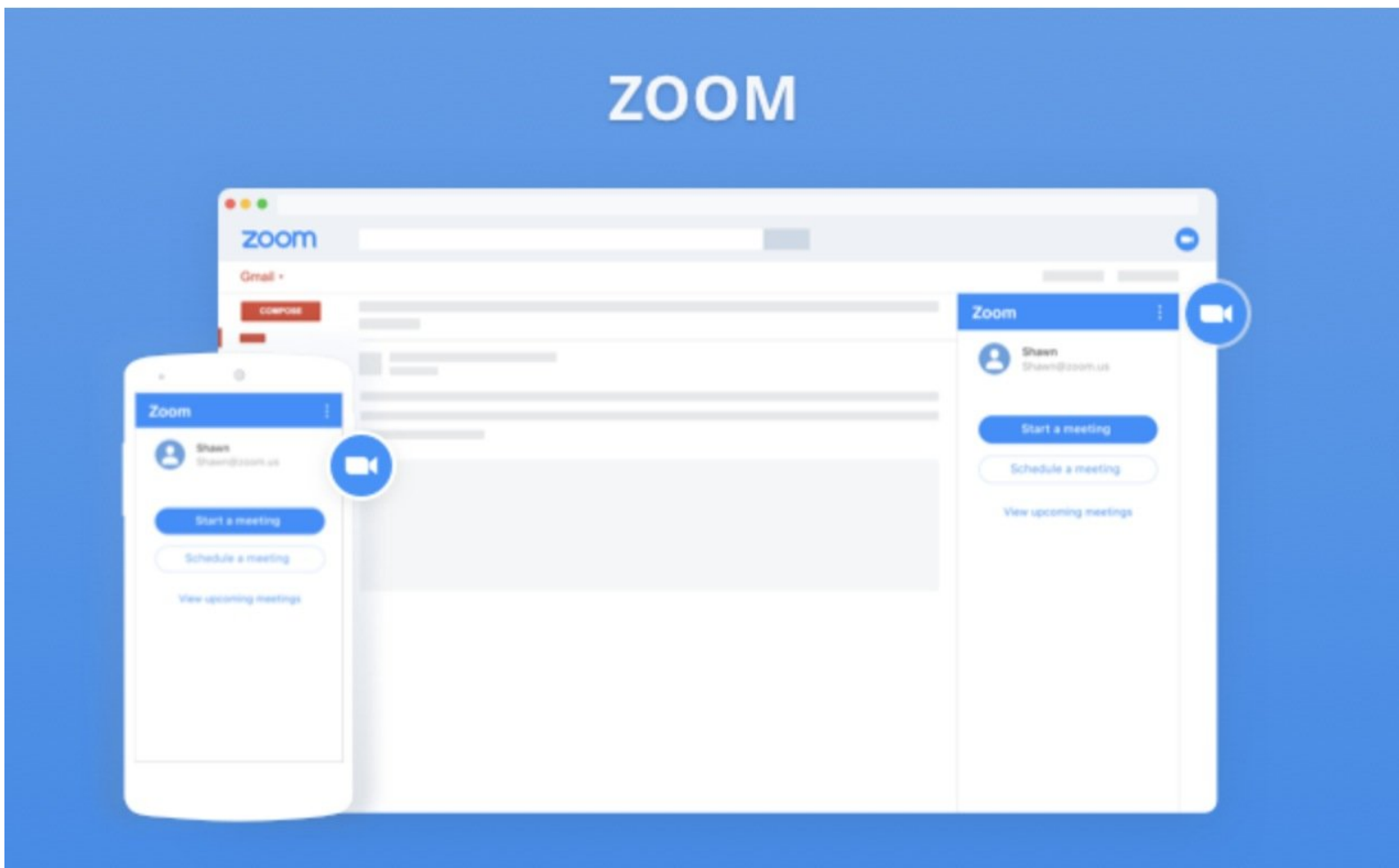




Add Zoom as a conferencing option in Google Calendar

Learn how to add Zoom as a conferencing option when creating events in Google Calendar. This will allow you to quickly add a Zoom meeting to an event.

Written By: Nicholas Bentley



Introduction

This guide will walk you through the process of adding the Zoom for G Suite integration to your UMD G Suite Calendar. The Zoom for G Suite integration allows you to quickly add Zoom meeting details to a calendar invite, without the need to visit the Zoom website (umd.zoom.us).

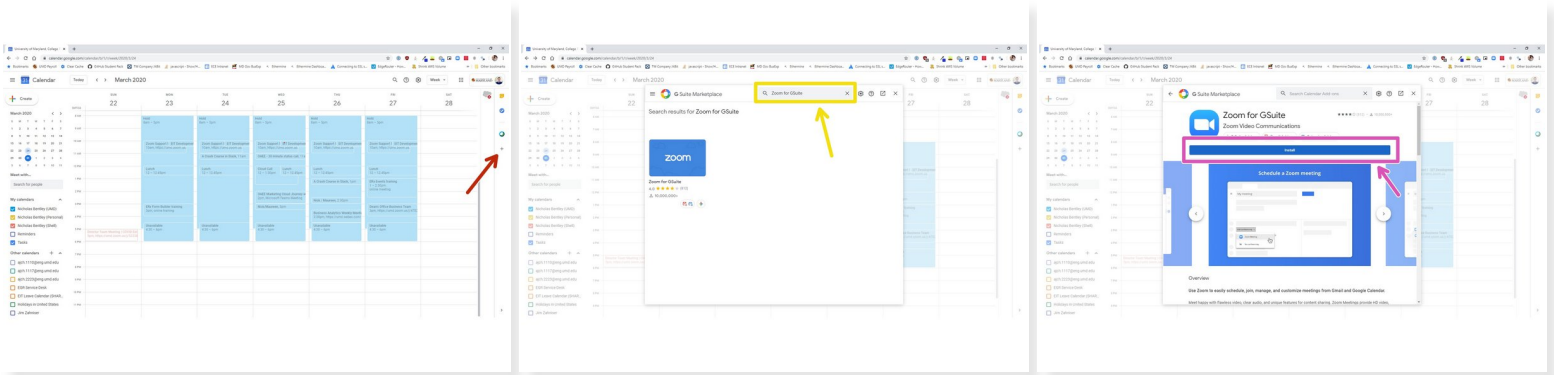
Step 1 — If you haven't already, sign in to Zoom once



⚠ Before you start this guide, make sure you have signed in to Zoom via <https://umd.zoom.us> and configured your account.

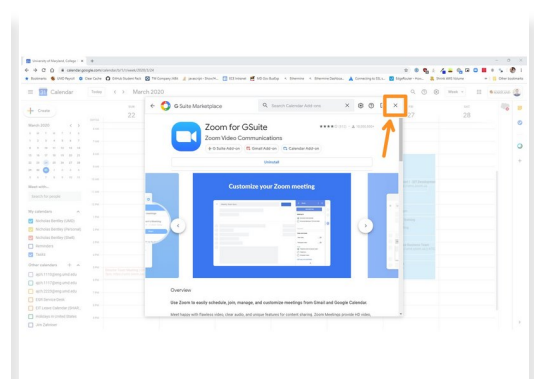
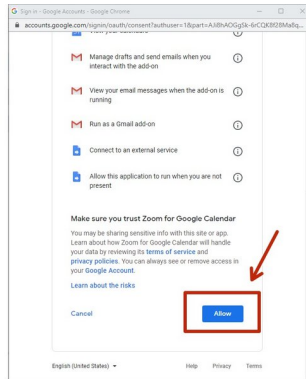
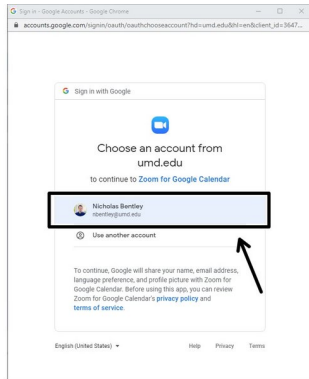
🔍 **Tip:** Click on images to see the full size version.

Step 2 — Open Google Calendar & start installing Zoom



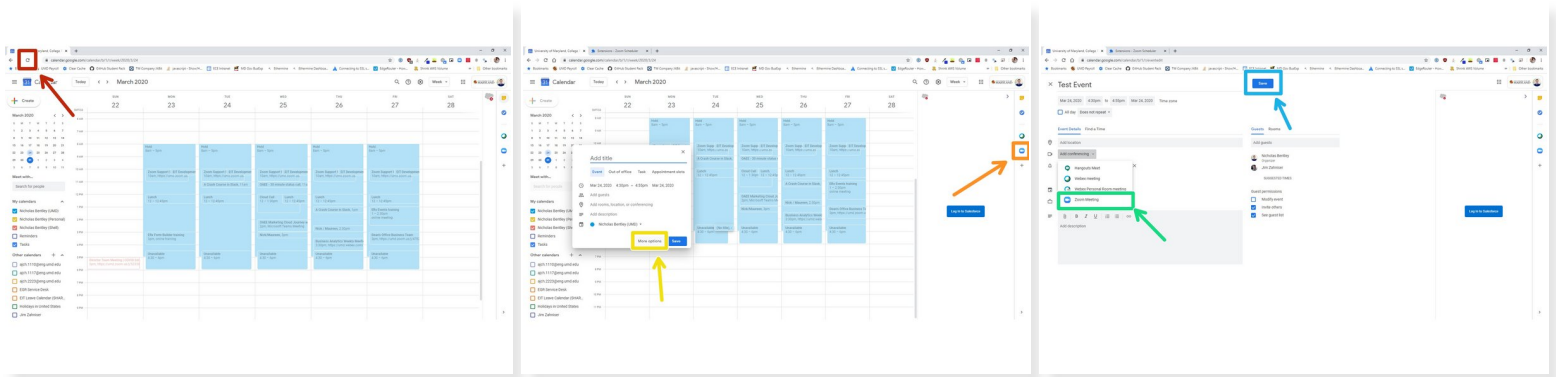
- Browse to <https://calendar.google.com/a/umd.edu> to log in to your UMD G Suite Calendar.
- Click the + icon in the sidebar on the right side of the page.
- In the corresponding window that pops up, search for **Zoom for G Suite**.
- Click on **Zoom for G Suite** and then click the **blue** install button.
- Click **Continue** in the window that pops up after you click **Install**.


Step 3 — Finish installing Zoom in Google Calendar



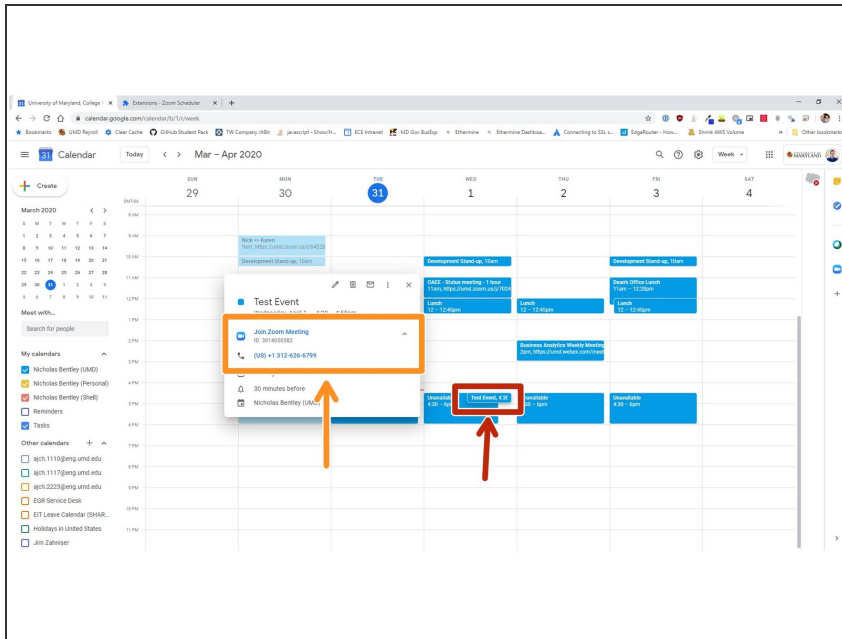
- In the new window that pops up, either enter your *directoryid@umd.edu* email address or choose it from the list.
- Scroll down to the bottom of the permissions screen and click the blue **Allow** button.
- ❗ Zoom will now install. It may take a couple of minutes to complete.
- After installation is complete, click **Done** and then **close out of the G Suite Marketplace dialog** to return to Google Calendar.

Step 4 — Reload the page & test the Zoom integration



- When you are back on the Google Calendar screen, reload the page in your browser.
- On the right side of your screen, you should now see a **Zoom icon** in the sidebar. This indicates Zoom is installed.
-  You **do not** need to click the icon to use the Zoom functionality.
- Create a new event in Google Calendar. Click the **More Options** button when creating an event.
- In the new event window, click the **Add conferencing** dropdown and choose **Zoom Meeting**.
- Finish editing the event and click **Save** to save the event to your calendar.

Step 5 — Check to see Zoom meeting details have been added to the event



- Find the event you just created in your calendar and click it to see the detail view.
- The Zoom meeting details will be visible on the calendar event detail view to all participants of your meeting.

Congratulations, you have successfully added the Zoom for G Suite integration to your UMD G Suite account. You can now add Zoom meeting details to any Google Calendar event.