

## **My.Wartburg... *Tips to make your teaching life easier!***

### **Add Zoom Plugin for Outlook**

1. Open <https://wartburg.zoom.us/download>
2. Under Microsoft Outlook Add-in, click on [Download] Zoom Plugin for Microsoft Outlook
3. Open the download
4. Follow installation instructions
5. Restart your computer, the plugin will then show on your Outlook calendar or when you click on [Appointment].