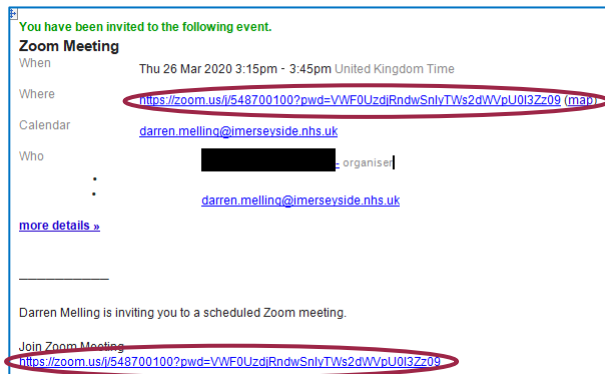
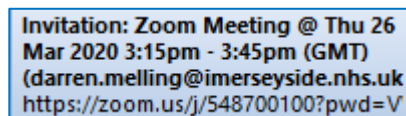
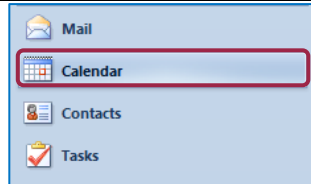


# Join a Zoom Meeting via Outlook

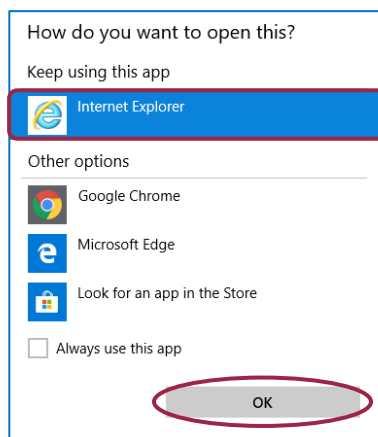
Delegates can join a Zoom Meeting directly from their Outlook Calendar.

## Quick Reference Guide

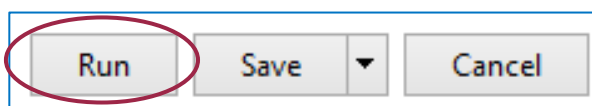
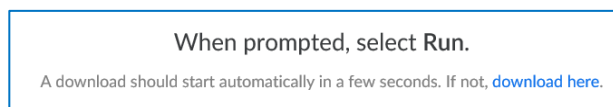
- Open **Outlook Calendar**
- Find the **Zoom Meeting** and open it.
- Click the link in the **Where** field or click the link in **Join Zoom Meeting**.



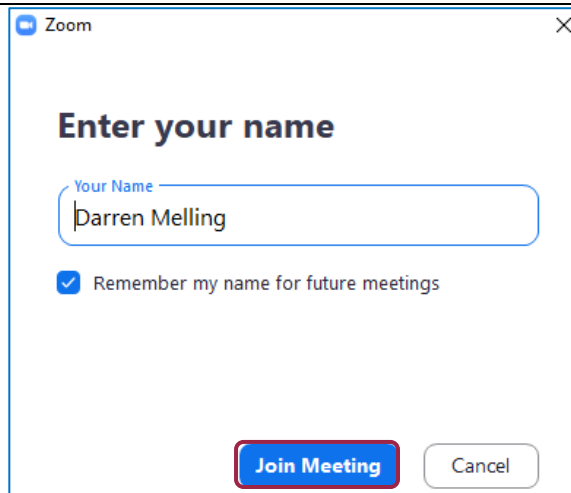
- Select the relevant **Browser** and click **OK**.



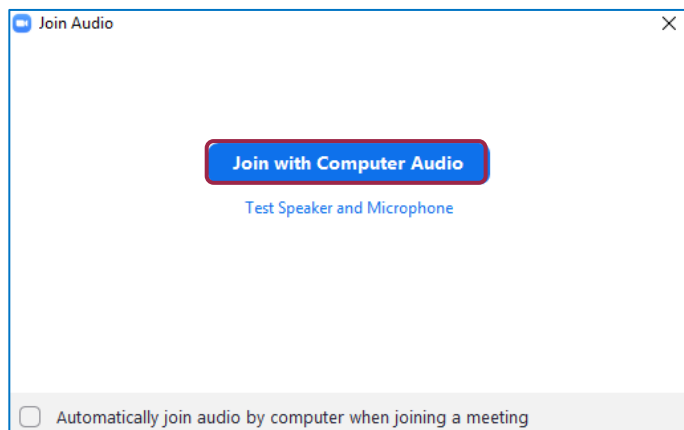
- A window opens with the following information:
- From the options, select **Run**



- Once the download has completed. Enter your name and click [Join Meeting](#):



- Select the option to [Join with Computer Audio](#):



- The user will now join the meeting.
- When the user is ready to end or leave the meeting, click [Leave Meeting](#):



To book training or speak to a trainer, please get in touch via:  
t 0151 317 8408 e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)