



Deploying Zoom Through Addigy with
Privacy Preferences Policy Control



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Overview

A step-by-step process to create a separate package of Zoom will be laid out, which will allow for easier deployment and installation of the Zoom app into your users' Applications folder. Following that, the guide will go through the steps to configure PPPC, which is the process in which privacy-sensitive settings are adjusted through a Profile. This guide will show how to set "Allow" access to the Accessibility privacy setting. However, since it is not possible to configure "Allow" access to other privacy-sensitive settings (Camera, Microphone, Screen Recording), your users would need to Allow access to those settings on their own for proper use of audio, video, and screen sharing features. Users will be prompted for these permissions when Zoom is first used.

This guide will provide the necessary steps to deploy Zoom with Privacy Preferences Policy Control (PPPC) through Addigy.

Requirements:

- Addigy subscription
- APNs Push Certificate - See HCS White Paper for instructions: https://hcsonline.com/images/MAID_APNS_user.pdf
- Package creation software (i.e. Packages)
- Test Mac that does not have Zoom installed, and is enrolled in your Addigy instance



Section 1: Create the Zoom Package

1. In a web browser, visit <https://zoom.us/download>

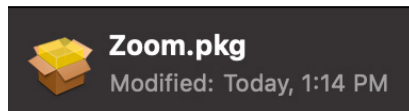
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

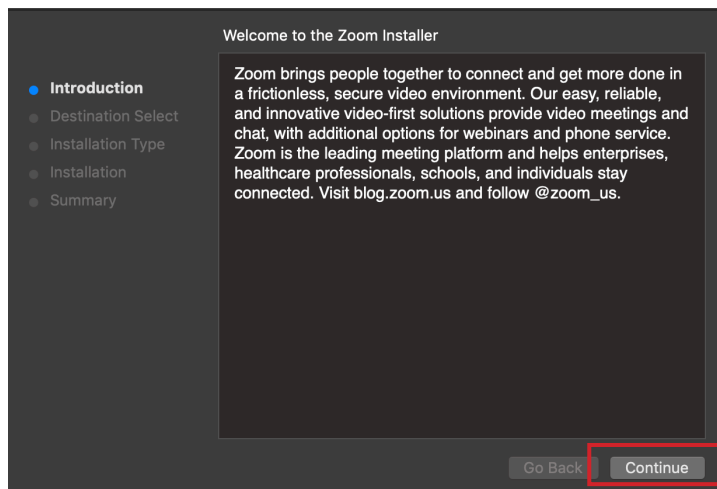
Download

Version 5.0.3 (24978.0517)

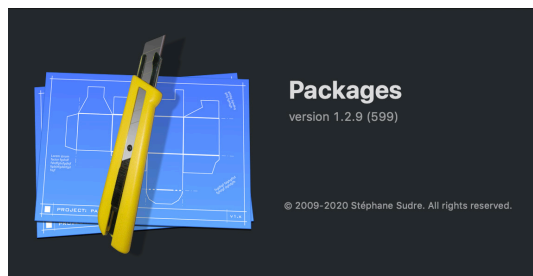
2. Make a note of the version of Zoom. The version of Zoom for this guide is 5.0.3; don't worry about the build number in parentheses. Navigate to the download location and double-click Zoom.pkg.



3. Continue through the installation process. You will be prompted for administrative credentials during the installation process.



NOTE: In order to use Addigy to distribute software, you first need to package it into the .pkg format. Although there are many tools for this purpose, this guide uses an app called Packages: <http://s.sudre.free.fr/Software/Packages/about.html>





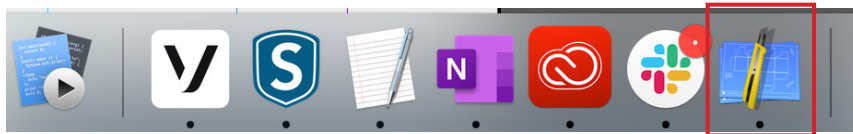
4. Open Packages.



Packages

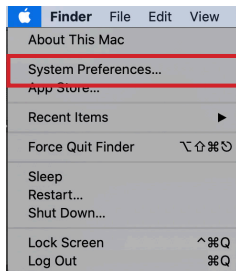
5. If you see the New Project window, click Cancel.

6. Confirm that Packages is in your Dock.

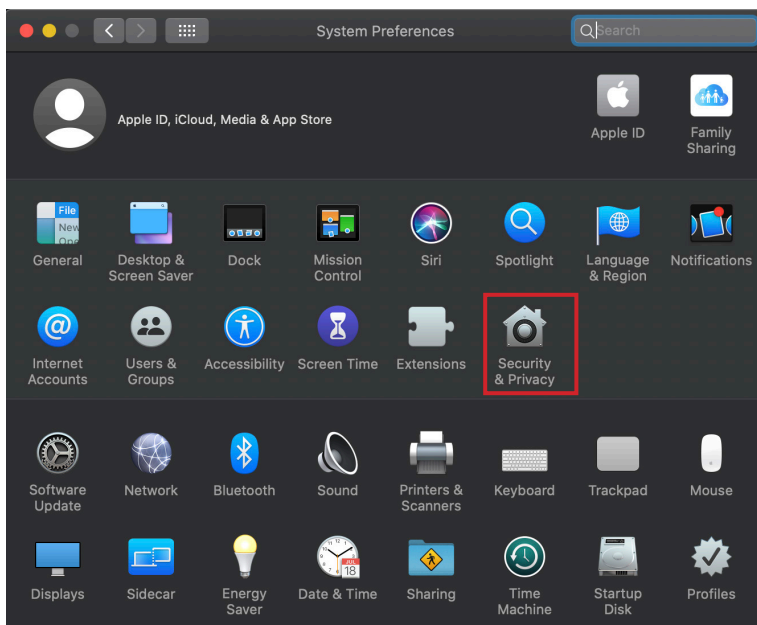


7. You will need to Allow Full Disk Access to Packages.

8. Click the Apple logo in the upper left side of the screen and choose System Preferences.

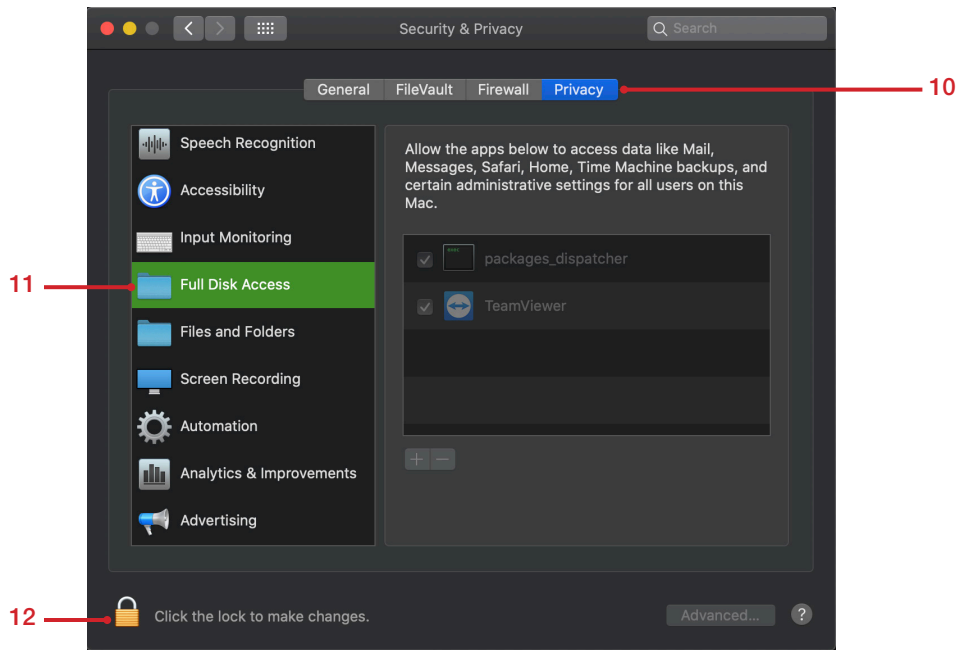


9. Click Security & Privacy

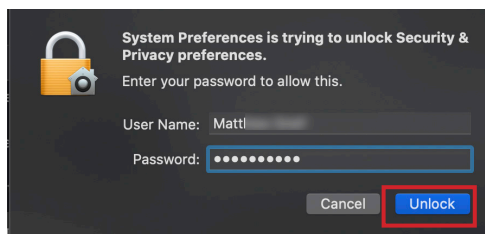




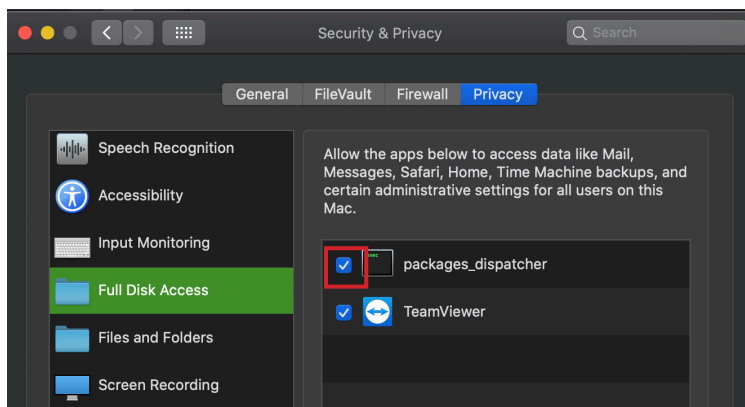
10. Click Privacy
11. On the left sidebar, scroll down and select Full Disk Access.
12. Click the lock in the lower left side to make changes.



13. Enter your administrative password and click Unlock.

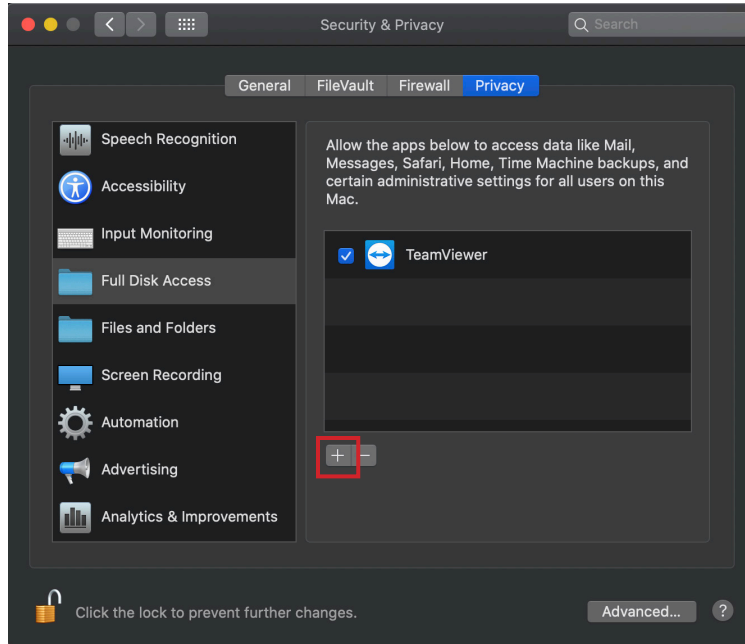


14. Select the checkbox next to packages_dispatcher.
NOTE: If you do not see packages_dispatcher, go to the next step. If your are able to select packages_dispatcher then go to step 23.

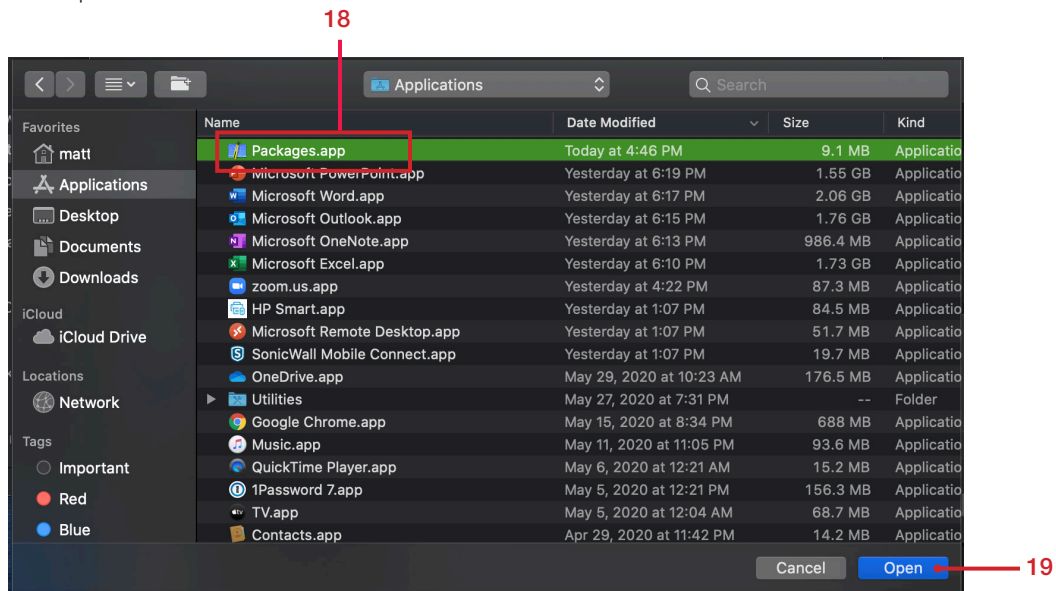




- 15. If packages_dispatcher is not available, you will need to add Packages.
- 16. Click Add (+).

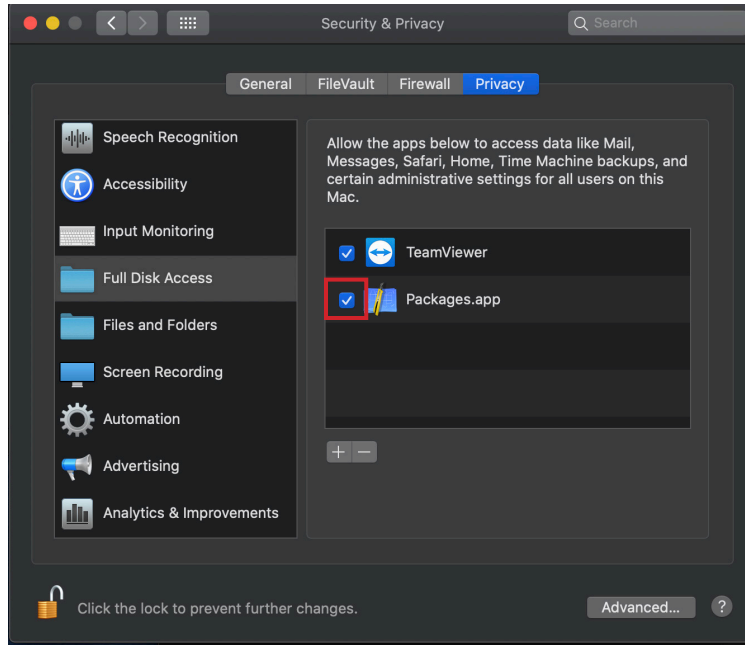


- 17. Navigate to your Applications folder.
- 18. Choose Packages.
- 19. Click Open.

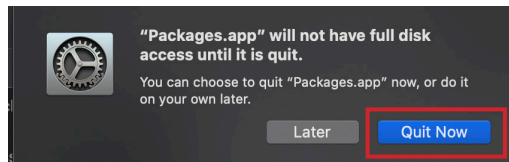




20. Select the checkbox next to Packages, if it's not already selected.

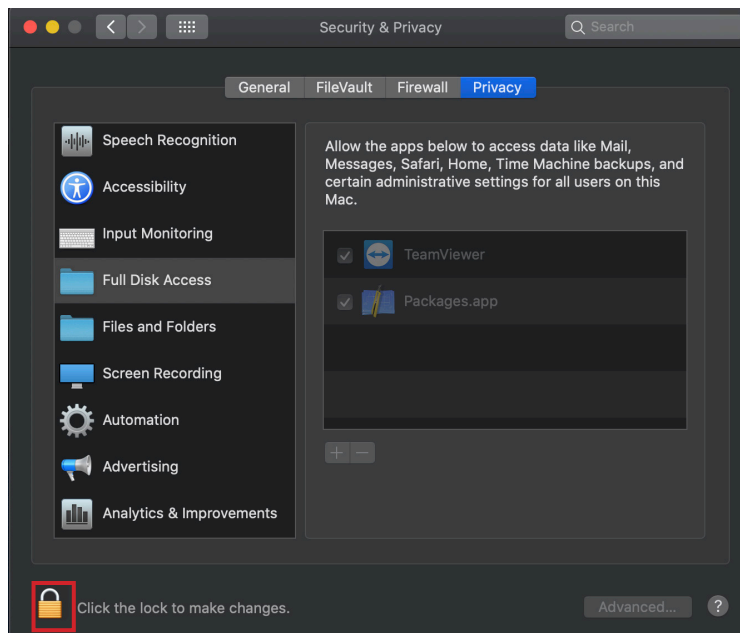


21. Click Quit Now when prompted to do so. This will allow Packages to properly create the pkg file.



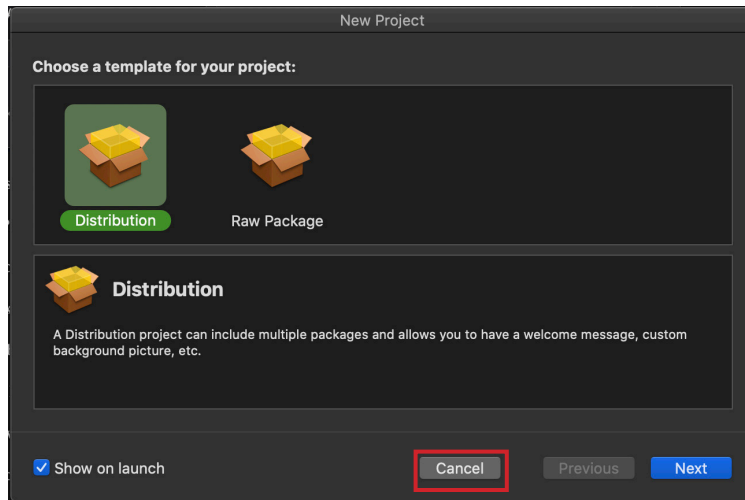
22. Packages will quit.

23. Click the lock in the lower left again to prevent further changes and close System Preferences.

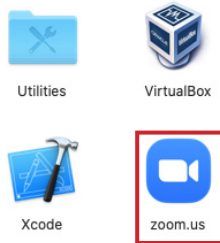




- 24. Open Packages
- 25. Click Cancel.



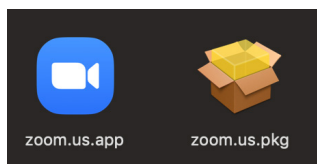
- 26. Locate Zoom in the Applications folder.



- 27. Drag Zoom app from the Applications folder to the Packages icon in the Dock.
- 28. Confirm that Packages displays an image in the center of the screen to indicate that the package is building.



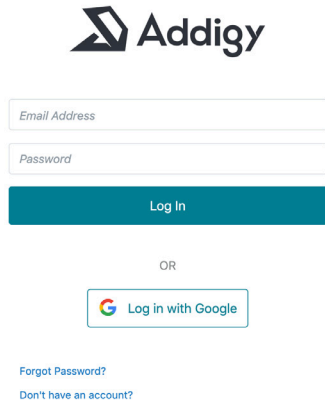
- 29. After the build is finished, the pkg file will be located the Applications folder. Take note of this location, because you'll need it in an upcoming step.



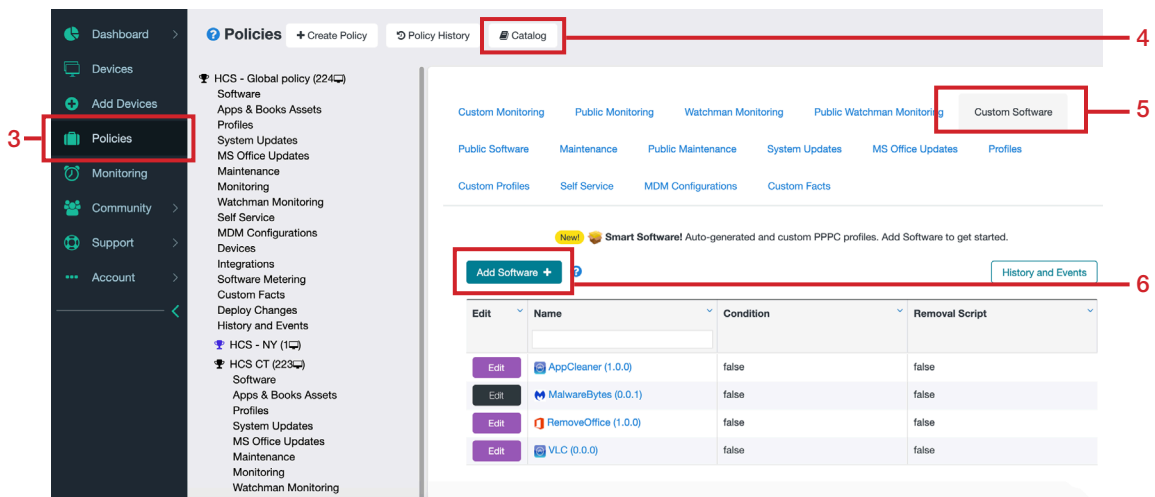


Section 2: Upload the Zoom package and configure PPPC settings

1. Open a new tab or window in the browser of your choice, and go to <https://prod.addigy.com/login>.
2. Use your Addigy administrator credentials to log in.



3. In the sidebar, click Policies.
4. At the top of the page, click Catalog.
5. Click Custom Software.
6. Click Add Software.





- In the Software Identifier field, enter Zoom. In the Version fields, enter the version of the software that you downloaded at the beginning of this guide.
- Click Create.

Create Software Package

Software Identifier

Version

 . .

- In the Edit Settings window, click Select File(s).

Edit Software

[Edit Settings](#) [Review Changes](#)

Zoom

ver. 5.0.3

Installation Files (0)

New! 🧠 **Smart Software!** Upload a pkg, dmg, or zip file and assign PPPC payloads for each app.

No files

These files will be downloaded to the device using the LAN-Cache (once per network) before the installation. Install commands for .sh or .pkg files can be added to the installation script.
Download destination: /Library/Addigy/ansible/packages/Zoom (5.0.3)

PPPC Profiles

Requires user-approved MDM and 10.14 or newer

Include a PPPC profile per app to prevent end-user prompts. Select from any apps found above or enter one manually.

Add PPPC rules for:

- Click Upload New.

Files


0 file(s) selected:



12. Click “Drop your files here or click to upload.”

Files

0 file(s) selected: [Clear](#) [Select](#) [Delete files](#)



Drop your files here or click to upload


[Cancel](#) [Upload](#)

13. Navigate to the Applications folder, select the Zoom.us.pkg, and click Open.

14. Confirm that the browser displays the zoom.us.pkg in the lower-left corner of the upload window.

Files

0 file(s) selected: [Clear](#) [Select](#) [Delete files](#)



Drop your files here or click to upload

x zoom.us.pkg - 19.1MB

[Cancel](#) [Upload](#)

16. Click Upload.

15. Select the checkbox for zoom.us.pkg.

Files

[Cancel](#) [Upload New](#)

0 file(s) selected: [Clear](#) [Select](#) [Delete files](#)

<input type="checkbox"/>	Filename	Content-Type	Size	Date
<input type="checkbox"/>	zoom.us.pkg	application/octet-stream	19.10 MB	May 21, 2020



16. Click Select.

Files Cancel Upload New

1 file(s) selected: Clear Select Delete files

<input type="checkbox"/>	Filename	Content-Type	Size	Date
<input checked="" type="checkbox"/>	zoom.us.pkg	application/octet-stream	19.10 MB	May 21, 2020

17. Confirm that in the Installation Files section, Addigy displays the installation package for Zoom, along with "Apps found" in green text. The "Apps found" indicates that Addigy has detected an app in the package file you uploaded.

18. In the Add Installation Script section, click Add.

Zoom ver. 5.0.3

Installation Files (1)

New! 🧠 Smart Software! Upload a pkg, dmg, or zip file and assign PPPC payloads for each app.

Filename	Download	Add installation script	Remove
zoom.us.pkg <i>Apps found</i>		Add	

Select File(s) These files will be downloaded to the device using the LAN-Cache (once per network) before the installation. Install commands for .sh or .pkg files can be added to the installation script.
Download destination: /Library/Addigy/ansible/packages/Zoom (5.0.3)

PPPC Profiles Requires user-approved MDM and 10.14 or newer

Include a PPPC profile per app to prevent end-user prompts. Select from any apps found above or enter one manually.

Add PPPC rules for: Add

19. Confirm that the Installation Script section is automatically populated (this is the command that Addigy will run on a client computer to install the package).

🔗 Installation Script

Will be executed after downloading the file(s).

```
/usr/sbin/installer -pkg "/Library/Addigy/ansible/packages/Zoom (5.0.3)/zoom.us.pkg" -target /
```



- 20. In the PPPC Profiles section, next to "Add PPC rules for," click the menu.
- 21. Choose zoom.us.

Zoom ver 5.0.3

Installation Files (1)

Zoom.us.pkg Apps found

Download Add installation script Remove

Select File(s)

These files will be downloaded to the device using the LAN-Cache (once per network) before the installation. Install commands for .sh or .pkg files can be added to the installation script.
Download destination: /Library/Addigy/ansible/packages/Zoom (5.0.3)

PPPC Profiles Requires user-approved MDM and 10.14 or newer

Include a PPPC profile per app to prevent end-user prompts. Select from any apps found above or enter one manually.

Add PPPC rules for: Add

- 22. Click Add.

PPPC Profiles Requires user-approved MDM and 10.14 or newer

Include a PPPC profile per app to prevent end-user prompts. Select from any apps found above or enter one manually.

Add PPPC rules for: **Add**

- 23. Confirm that Addigy displays a zoom.us header, with the "Identify by" and Signature fields already populated.
- 24. In the section that contains PPPC settings, confirm that the Accessibility setting is set to "Allow."
- 25. Leave the preferences that are particularly sensitive to privacy, including Camera, Microphone, and Screen Capture at their default settings of "Prompt." You do not have the option to change those settings to "Allow". The first time a user on a Mac opens Zoom, Zoom will prompt the user to allow access to camera, to microphone, and to screen capture.

NOTE: It is not possible to configure "Allow" access to privacy-sensitive settings (Camera, Microphone, and Screen Capture), as noted in Apple's Configuration Profile Reference: <https://developer.apple.com/business/documentation/Configuration-Profile-Reference.pdf>

- 26. Click Save and Review.

Edit Software

zoom.us Delete

Identify by: us.zoom.xos File path...

Signature: identifier "us.zoom.xos" and anchor apple generic and certificate 1[field.1.2.840.113635.100.6.2.6]/* exists */ and certificate leaf[field.1.2.840.113635.100.6.2.6]

24 → Allow Accessibility Allow Media Library Allow System Files
Allow Contacts Prompt Microphone Allow Desktop Folder
Allow Calendar Allow Photos Allow Documents Folder
Prompt Camera Allow Post Event Allow Downloads Folder
Allow File Provider Presence Allow Reminders Allow Network Volumes
Prompt Listen Event Prompt Screen Capture Allow Removable Volumes
Allow Speech Recognition Allow Admin Files

Send Apple Events

Reset **Save and Review** 27



27. Click Confirm Changes.

Edit Software

		<pre>/usr/sbin/installer -pkg "/Library/Addigy/ansible/packages/Zoom (5.0.3)/zoom.us.pkg" -target /</pre>
Condition		
Run On Success	true	true
Status On Skipped	finished	finished
Remove Script		

28. Confirm that the Custom Software section contains Zoom.

Custom Monitoring Public Monitoring Watchman Monitoring Public Watchman Monitoring **Custom Software**

Public Software Maintenance Public Maintenance System Updates MS Office Updates Profiles

Custom Profiles Self Service MDM Configurations Custom Facts

New! 🧠 **Smart Software!** Auto-generated and custom PPPC profiles. Add Software to get started.

Edit	Name	Condition	Removal Script
<input type="button" value="Edit"/>	<input type="text"/>		
<input type="button" value="Edit"/>	AppCleaner (1.0.0)	false	false
<input type="button" value="Edit"/>	MalwareBytes (0.0.1)	false	false
<input type="button" value="Edit"/>	RemoveOffice (1.0.0)	false	false
<input type="button" value="Edit"/>	VLC (0.0.0)	false	false
<input type="button" value="Edit"/>	Zoom (5.0.3)	false	false



Section 3: Deploy Zoom

1. Navigate to your desired Policy.

The screenshot shows the Addigy console interface. On the left is a navigation menu with options like Dashboard, Devices, Add Devices, Policies, Monitoring, Community, Support, and Account. The main area is divided into two panes. The left pane shows a tree view of configuration categories: Custom Facts, Deploy Changes, History and Events, Testing (1), Software, Apps & Books Assets, Profiles, System Updates, MS Office Updates, Maintenance, Monitoring, Watchman Monitoring, Self Service, MDM Configurations, Devices, Integrations, Software Metering, Custom Facts, Deploy Changes, and History and Events. The right pane displays a table of installed software items:

Action	Name	Status	Self Service
Edit	MalwareBytes (0.0.1)	false	false
Edit	RemoveOffice (1.0.0)	false	false
Edit	VLC (0.0.0)	false	false
Edit	Zoom (5.0.3)	false	false

2. Click Software.

The screenshot shows the 'Software' section of the Addigy console. The left navigation menu is the same as in the previous screenshot. The main area shows a list of software items with columns for Name, Status, and Self Service. Each item has an 'Add App' button next to it. The items listed include:

- blue Jeans Launcher ...
- SSH Enabler (0.0.0)
- ARD Enabler (0.0.0)
- Office 2011 Update (...)
- Intuit QuickBooks (17...
- OrnyX for OS X 10.11 ...
- HP Printer Drivers (5...
- Google Drive File Str...
- Remove High Sierra L...
- AppToPKG (2.0.1)
- Skitch (2.8.1)
- Microsoft Office 2011...
- Opera (55.0.2994.56)
- Intuit Quickbooks 20...
- Google Drive File Str...
- Sonos (10.1.0)

3. Scroll down the bottom until you reach the Your Software section.

4. Next to Zoom, click Add App.

The screenshot shows the 'Your Software' section of the Addigy console. At the top, there is a toggle for 'Deploy on Schedule'. Below it is a table with columns for Action, Upgrade, Name, Status, Self Service, and Catalog. The items listed are:

Action	Upgrade ...	Name	Status	Self Service ...	Catalog
Add App	-	AppCleaner (1.0.0)	Not in Policy	<input type="checkbox"/>	View in catalog
Add App	-	MalwareBytes (0.0.1)	Not in Policy	<input type="checkbox"/>	View in catalog
Add App	-	RemoveOffice (1.0.0)	Not in Policy	<input type="checkbox"/>	View in catalog
Add App	-	VLC (0.0.0)	Not in Policy	<input type="checkbox"/>	View in catalog
Add App	-	Zoom (5.0.3)	Not in Policy	<input type="checkbox"/>	View in catalog



5. Click Add.

Choose version of to add.

Version 5.0.3 **Add**

Close

6. Next to Zoom, confirm that Addigy changed the button from App Add to Cancel Addition.

Your Software

Deploy on Schedule

Action	Upgrade ...	Name	Status	Self Service ...	Catalog
Add App	-	AppCleaner (1.0.0)	Not in Policy	<input type="checkbox"/>	View in catalog
Add App	-	MalwareBytes (0.0.1)	Not in Policy	<input type="checkbox"/>	View in catalog
Add App	-	RemoveOffice (1.0.0)	Not in Policy	<input type="checkbox"/>	View in catalog
Add App	-	VLC (0.0.0)	Not in Policy	<input type="checkbox"/>	View in catalog
Cancel Addition	-	Zoom (5.0.3)	Pending Addition	<input type="checkbox"/>	View in catalog

7. Under your selected Policy, click Deploy Changes.

Dashboard > Devices > Add Devices > **Policies** > Monitoring > Community > Support > Account >

- Custom Facts
- Deploy Changes
- History and Events
- Testing (1)**
- Software
- Apps & Books Assets
- Profiles
- System Updates
- MS Office Updates
- Maintenance
- Monitoring
- Watchman Monitoring
- Self Service
- MDM Configurations
- Devices
- Integrations
- Software Metering
- Custom Facts
- Deploy Changes**
- History and Events

Add App	-	SSH Enabler (0.0.0)	Not in Policy	(
Add App	-	ARD Enabler (0.0.0)	Not in Policy	(
Add App	-	Office 2011 Update (...)	Not in Policy	3
Add App	-	Intuit QuickBooks (17...	Not in Policy	9
Add App	-	Onyx for OS X 10.11 ...	Not in Policy	(
Add App	-	HP Printer Drivers (5...	Not in Policy	(
Add App	-	Google Drive File Str...	Not in Policy	3
Add App	-	Remove High Sierra I...	Not in Policy	2
Add App	-	AppToPKG (2.0.1)	Not in Policy	(
Add App	-	Skitch (2.8.1)	Not in Policy	2
Add App	-	Microsoft Office 2011...	Not in Policy	(
Add App	-	Opera (55.0.2994.56)	Not in Policy	3

8. Click Confirm All.

Policies + Create Policy Policy History Catalog

Software

- Apps & Books Assets
- Profiles
- System Updates
- MS Office Updates
- Maintenance
- Monitoring
- Watchman Monitoring
- Self Service
- MDM Configurations
- Devices
- Integrations
- Software Metering
- Custom Facts
- Deploy Changes
- History and Events

Current policy: Testing

Confirm All

Testing

Action	Item Name	Item Type
add	Custom Software - Zoom (5.0.3)	Custom Software



9. Click Deploy Now.

The screenshot shows the Addigy Policies management interface. On the left is a navigation sidebar with options like Dashboard, Devices, Add Devices, Policies, Monitoring, Community, Support, and Account. The main area is titled 'Policies' and contains a list of policy categories such as Software, Apps & Books Assets, Profiles, System Updates, MS Office Updates, Maintenance, Monitoring, Watchman Monitoring, Self Service, MDM Configurations, Devices, Integrations, Software Metering, Custom Facts, Deploy Changes, and History and Events. Under the 'Testing (1)' section, a card for the 'Testing' policy is displayed. It includes a 'View Details' button and a 'Deploy Now' button, which is highlighted with a red box. Below the buttons is a 'Deployment Progress' bar and a table with the following data:

Action	Item Name	Item Type
add	Custom Software - Zoom (5.0.3)	Custom Software

10. In the Confirmation Required window, click Deploy.

The screenshot shows a 'Confirmation Required' dialog box with the title 'Confirmation Required' and a close button (X). The text inside asks, 'Are you sure that you want to deploy policy "Testing"?'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Deploy', with the 'Deploy' button highlighted by a red box.

11. In the upper-right corner, confirm that Addigy displays a notification to indicate the software has been deployed successfully.

The screenshot shows the Addigy interface after successful deployment. A notification in the top right corner, titled 'Completed successfully' and attributed to 'Matt G...', states 'Policy Testing deployed successfully'. The main interface shows the 'Testing' policy card with the 'Deploy Now' button highlighted. Below it is a 'Deployment Progress' bar. The table below now includes a 'Status' column, and the row for 'Custom Software - Zoom (5.0.3)' has its status updated to 'Done'.

Action	Item Name	Item Type	Status
add	Custom Software - Zoom (5.0.3)	Custom Software	Done



12. Click View Details to check the status of the deployment.

Current policy: Testing

[View Details](#) [Deploy Now](#)

Deployment Progress

Policy Activity

MS Office Updates

- Microsoft_OneNote_15.35.17061600_Updater.pkg Success 1 / 1
- Microsoft_Word_15.35.17061000_Updater.pkg Success 1 / 1
- Microsoft_Outlook_15.35.17061000_Updater.pkg Success 1 / 1
- Disable MS Office Auto Update Success 1 / 1
- Microsoft_PowerPoint_15.35.17061000_Updater.pkg Success 1 / 1
- Microsoft_Excel_15.35.17061000_Updater.pkg Success 1 / 1

Software

- Custom Software - Zoom (5.0.3) Success 1 / 1
- Public Software - Block Install Catalina (10.15.0.3) Success 1 / 1

13. On the client Mac, wait until the Applications folder contains the Zoom app (zoom.us). This confirms that the Zoom app was successfully deployed to the test Mac.



14. In Addigy, in the upper-right corner, click your name then choose Log Out.

The screenshot shows the Addigy Business Dashboard interface. In the top right corner, the user's name 'Matt' is displayed next to a dropdown arrow. Below the name, there are two buttons: 'Account Settings' and 'Log Out'. The 'Log Out' button is highlighted with a red rectangular box.



Section 4: Optional: Configure the Microsoft Outlook Add-in for Zoom

The Microsoft Add-in for Zoom allows you to schedule a Zoom meeting directly in Microsoft Outlook. Zoom recommends using the Zoom Scheduler add-in for Microsoft 365 (desktop or mobile), particularly if your organization has computers running macOS. Starting in June 2020, Microsoft will block injection-based plug-ins from running in Outlook for macOS, and allow only add-ins available through the Microsoft store. So we recommend migrating your organization to the add-in instead of using the desktop plug-in.

NOTE: Configuring Microsoft Outlook for an email account is outside the scope of this guide.

1. On a Mac with Microsoft Outlook installed, sign in to the Microsoft 365 admin portal:
<https://portal.office.com/AdminPortal/Home#/homepage>
2. Enter your Microsoft 365 administrative account name.
3. Click Next.

Microsoft

Sign in

Email, phone, or Skype 2

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next 3

4. Enter your Microsoft 365 administrative password.
5. Click Sign in.

Microsoft

< kr [redacted]@hcstechgroup.com

Enter password

.....| 4

[Forgot my password](#)

Sign in 5

6. At the "Stay signed in?" screen, make a choice. This guide uses the Yes button.

Microsoft

kr [redacted]@hcstechgroup.com

Stay signed in?

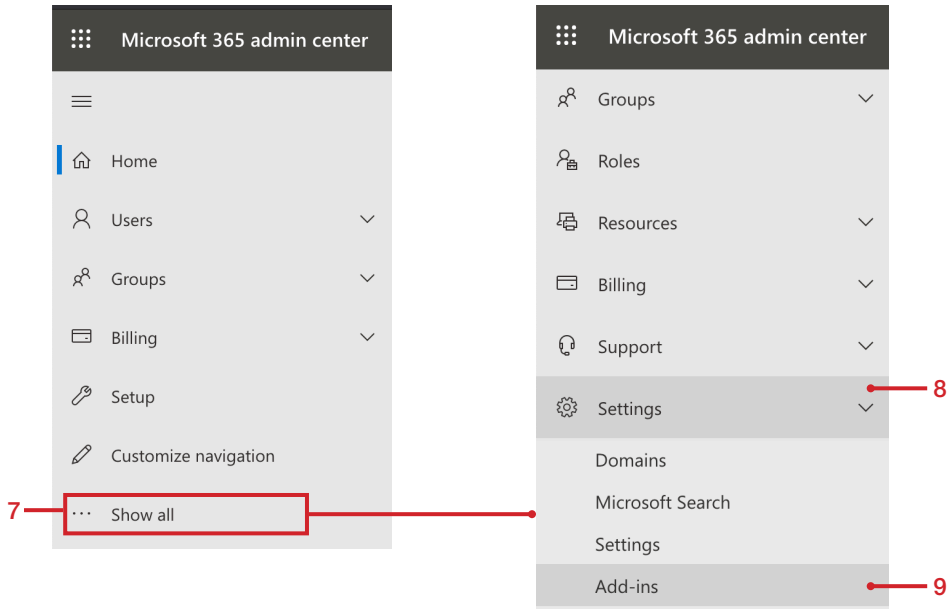
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes



7. In the sidebar, click "Show all."
8. Select Settings.
9. Select Add-ins.



10. Click Deploy Add-in.

HCS Technology Group

Add-ins

+ Deploy Add-In

Name ↑

11. Click Next.

Deploy a new add-in

The Centralized Deployment service lets you de

Learn more about the requirements for [Centralized](#)

Add-ins deployed from the Store will automatically
increases the scope of data access, you must re-ap

Next Cancel



12. Click “Choose from the Store”.

Deploy a new add-in

Deploy from the Store
Get solutions tailored to your industry that work with the products you already use.

Choose from the Store

Deploy a custom add-in
Create a new web application, or upload an add-in / integration for Office.

Upload custom apps

13. In the search field, enter **zoom**, then click Add.

Select add-in

Add-ins may access personal and document information. By using an add-in, you agree to its Permissions, License Terms and Privacy Policy.

Suggested for you

Products

All

Excel

Zoom for Outlook
Add a Zoom meeting to any Outlook calendar event.
★★★★☆

Add

14. Click Continue.

One moment...

Zoom for Outlook

License terms and Privacy policy

By clicking continue, you agree to the provider's [license terms](#) and [privacy policy](#) and understand that the rights to use this product do not come from Microsoft, unless Microsoft is the provider.

15. Select Everyone.

Configure add-in

Zoom for Outlook
By Zoom Video Communications, Inc

Assign Users
Choose which users will have access to Zoom for Outlook

Everyone

Specific users / groups
Search for specific users or groups to add or remove

Just me



16. Select Fixed (Default), then click Deploy.

Deployment Method

Fixed (Default)
The add-in will be automatically deployed to

Available
Users may install this add-in by clicking the G

Optional
The add-in will be automatically deployed to

After you choose 'Deploy', the add-in will be ava

Deploy Cancel

17. Confirm that the add-in was successfully deployed.

Deploy Zoom for Outlook

✔ Your add-in has been deployed.

You will receive an email notification confirming your successful deployment.
It will take up to 12 hours for the add-in to be displayed on users' ribbons - users might need to relaunch Office.

Get started with the add-in

Once deployment completes, to test that it is successful, launch the applicable Office app to confirm that the add-in is present on the ribbon.

You can force the list of installed add-ins to refresh by launching the Office app and navigating to the Insert tab > My Add-ins > Admin Managed.

Outlook add-ins can take up to 12 hours after deployment to become available.

18. Click Next.

Next Close

19. Confirm that your browser displays a message that explains that Microsoft will send an email to you containing content about the add-in.

Announce add-in



Zoom for Outlook
By Zoom Video Communications, Inc

Studies have shown that adoption of new software is significantly more successful when users are informed and trained to use the new capabilities.

✉ Tell users about their new add-in by sending out an informative email.

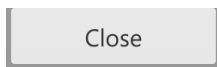
This could include:

- How this add-in can make their work easier and quicker
- Where they can find the add-in
- Who in particular will the add-in be useful for

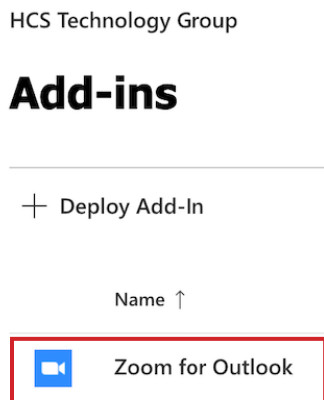
We'll send you an email shortly containing content you can use to help you announce the add-in to your users.



20. Click Close.



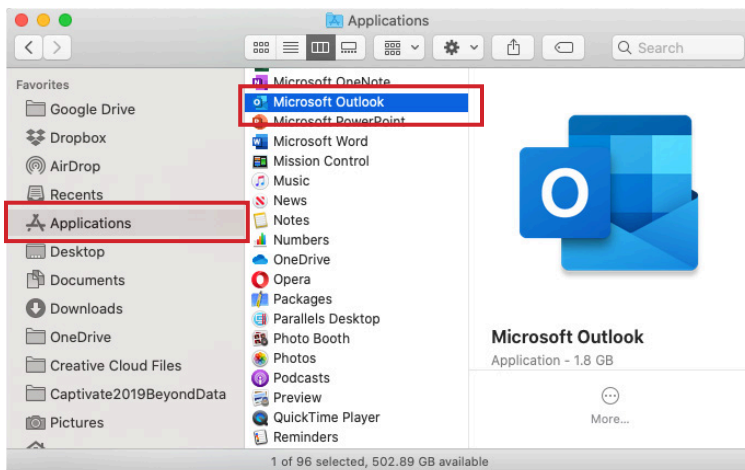
21. Confirm that the sidebar now contains the "Zoom for Outlook" add-in.



22. Log out of the Microsoft 365 Admin portal.

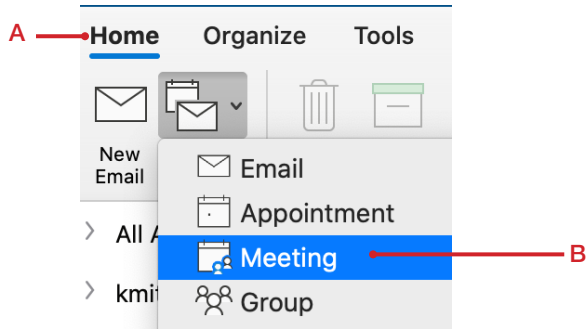
23. In the Finder, open the Applications folder.

24. Open Microsoft Outlook.





25. In the toolbar, follow these steps:
 - A. Click Home.
 - B. Click New Items and choose Meeting.

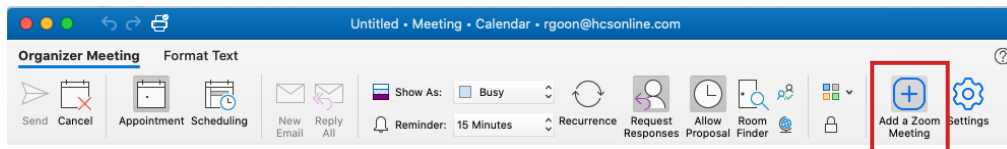


26. Enter the meeting information. For testing purposes send the invite to a friend or a secondary email account.

A screenshot of an Outlook meeting invitation form. The fields are filled with the following information:

- From: Calendar - kmitnick@hcstechgroup.com
- To: Craig Cohen
- Subject: HCS Happy Hour
- Location: HCS Bohemia Office
- Duration: 1 Hour (selected), All day event (unchecked)
- Starts: 4/29/2020 3:00 PM
- Ends: 4/29/2020 4:00 PM

27. In the toolbar, click "Add a Zoom Meeting."



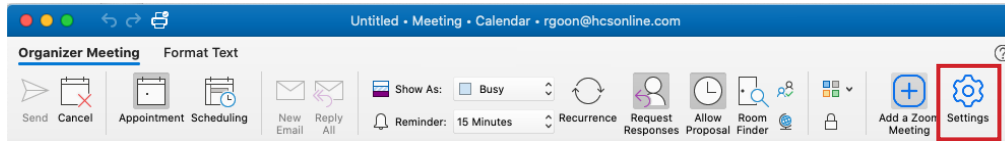
28. Sign in to your Zoom account.

A screenshot of the Zoom sign-in page. The page title is 'Office Add-ins - zoom.us'. It includes a sign-in form with the following elements:

- Text: 'Easily add a Zoom meeting to your Outlook Calendar event. [Learn more](#)'
- Text: 'Sign In' and 'Zoom.us' with a dropdown arrow.
- Input field for email: 'rgoon@hconline.com'
- Input field for password: '*****'
- Checkboxes: 'Keep me signed in' (checked) and 'Forgot password?' (link).
- Blue 'Sign In' button.
- Text: 'Don't have an account? [Sign Up](#)'
- Text: 'or'
- Input field for SSO: 'Sign in with SSO' with a magnifying glass icon.



29. In the toolbar, in the right side, click Settings.

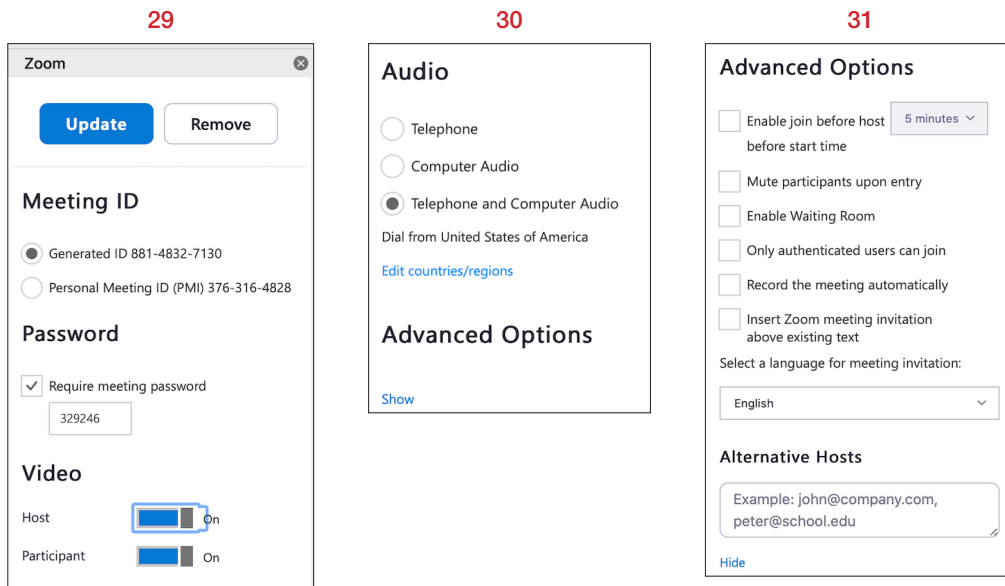


29. Optional - Configure Video settings.

30. Optional - Configure Audio Settings.

NOTE: The settings for audio for this guide will be configured by the configuration profile we configured earlier in the guide.

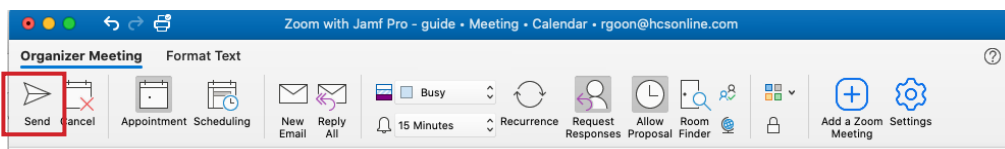
31. Optional - Configure Advanced meeting options.



31. Click Update.






32. In the toolbar, click Send.






33. Confirm that the recipient received the invitation message.

 **HCS Happy Hour**

 **Keith Mitnick** <kmitnick@hcstechgroup.com>
To:  Craig Cohen

Wednesday, April 29, 2020 at 2:20 PM

 **Wednesday, April 29, 2020 at 3:00 PM - 4:00 PM in (UTC-05:00) Eastern Time (HCS Bohemia Office; <https://us02web.zoom.us/j/88148327130?pwd=ckdoN2xV>**


Keith Mitnick is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://us02web.zoom.us/j/88148327130?pwd=ckdoN2xVWDRGKytFUDY3U0FDS2xzdz09>

Meeting ID: 881 4832 7130
Password: 329246
One tap mobile
+19292056099,,88148327130# US (New York)
+13017158592,,88148327130# US (Germantown)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: 881 4832 7130
Find your local number: <https://us02web.zoom.us/u/kf4B6Y0vo>


34. Confirm that you received an email from Microsoft letting you know the Zoom for Outlook Add-in is now ready for use. It may take a few hours to receive this email.

 Microsoft

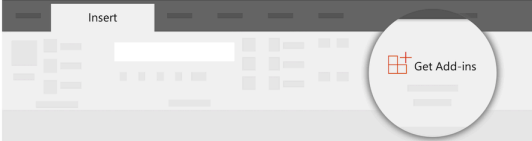
Congratulations! Zoom for Outlook has been successfully deployed.

Hello Keith,
Zoom for Outlook is now ready for use.

See instructions below to help you launch your new add-in in Outlook.

 Zoom for Outlook
Add a Zoom meeting to any Outlook calendar event.

Find your add-in under **Home tab > Get Add-ins > Admin-managed > Zoom for Outlook**

A screenshot of the Microsoft Outlook ribbon, specifically the 'Insert' tab. A circular callout highlights the 'Get Add-ins' button, which is represented by a grid icon and the text 'Get Add-ins'.



If you'd like help implementing the solution in this white paper, we are ready to help; contact us at info@hcsonline.com or (866) 518-9672.

If you have corrections please send them to info@hcsonline.com.

For more white papers, visit <https://hcsonline.com/support/white-papers>.

For more information about HCS, visit <https://hcsonline.com>.