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## Zoom addons for Google Workspace

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In order to help you work closely between Zoom and Google Calendar, there are plugins for Chrome and for Google Workspace that can help you create Zoom meetings more easily. Both plugins provide helpful features to integrate Zoom with your Google applications, but the Zoom for Workspace Add-On works across a wider range of applications.

## **Zoom Scheduler for Chrome**

(Note: A previous version of this application was disrupted briefly during the week of December 12, 2022. OIT believes that the newly-updated <u>version 1.8.7</u> is functioning as intended. If you remove and re-add the application to Chrome, the extension will update to the newest feature set.)

Zoom Scheduler is an extension for the Chrome Browser that helps participants to schedule Zoom meetings directly from Google Calendar. Using the extension, you can start an instant meeting or schedule a future meeting. The meeting join link and details are added to the calendar event and can be sent as a Google Calendar invitation, so the attendee can join with a single click from the calendar.

Zoom's instructions for setup are available in their support article.

## **Zoom for Google Workspace Add-On**

The <u>Google Workspace Add-on</u> ties your Zoom account directly to your Google account, and works across a variety of devices. This application can help you:

- Schedule a Zoom Meeting with details from an email, automatically adding the topic, attendees, and attachments based on subject, recipients, and sent documents.
- Automatically add Zoom Meeting details to your Google Calendar invitation with 1click
- Customize meeting options like join with video on, join with audio muted, join before host, and more.

Zoom's instructions for setup are available in their support article.