Using Zoom from Microsoft Teams

How can I use Zoom from within Microsoft Teams?

In any team that is connected with Zoom, you can use the following Zoom commands:

- @Zoom start
- @Zoom start [topic]
- @Zoom join [meeting id]
- @Zoom connect
- @Zoom help

@Zoom start

This command will launch an instant meeting.

@Zoom start [topic]

This command will launch an instant meeting with the topic you provide in place of "[topic]".

@Zoom join [meeting id]

This command will let you join a meeting already in progress.

@Zoom connect

This command will connect your Microsoft account with your Zoom account.

@Zoom help

This command will list all the Zoom commands you can use from within a connected Microsoft team.

Connecting a Microsoft Team with Zoom

1. Log in to Zoom:
   1. Open your computer's default web browser.
   2. In that web browser, go to: https://millersville.zoom.us/
   3. Click “Manage”.
   4. Log in if prompted.
2. Make the connection in Microsoft Teams:
   1. Open Microsoft Teams.
   2. In the left column click “Teams”.
   3. In your list of teams, locate the one you wish to connect with Zoom.
   4. Click the "..." button for that team.
   5. In the menu that opens, click "Manage team".
   6. Click the "Apps" tab.
   7. Click the "Go to store" button.
   8. Use the “Search all” box to search for: Zoom Meetings
   9. In the search results, click "Zoom Meetings".
   10. In the popup that appears, click the "Install" button.
   11. In the "Bot" row, click the "Set up" button.
   12. In your team’s conversations, enter: @Zoom connect
   13. If asked if you want to connect Zoom and Microsoft Teams, click the "Confirm" button.