# Steps to add the Zoom Extension for Google Chrome and Mozilla Firefox

This guide will first walk you through the steps of adding the Zoom conference extension to your browsers. Then, one installed, you have the option to start or schedule your Zoom meeting with a single click from your browser or within Google calendar using your SJSU Id.

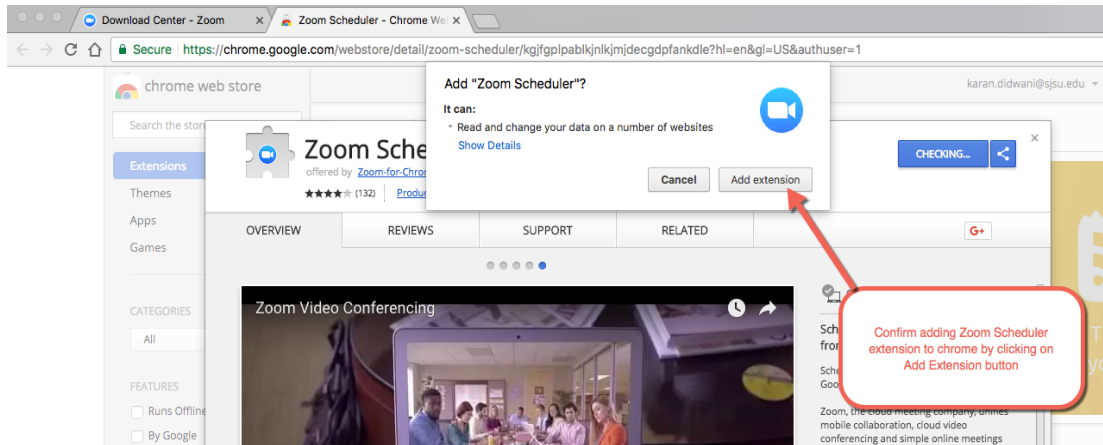## Part 1: Adding the Zoom Browser Extension to Google Chrome

1. Go to https://zoom.us/download. Click on the link to Get Zoom Extension from Chrome Web Store.
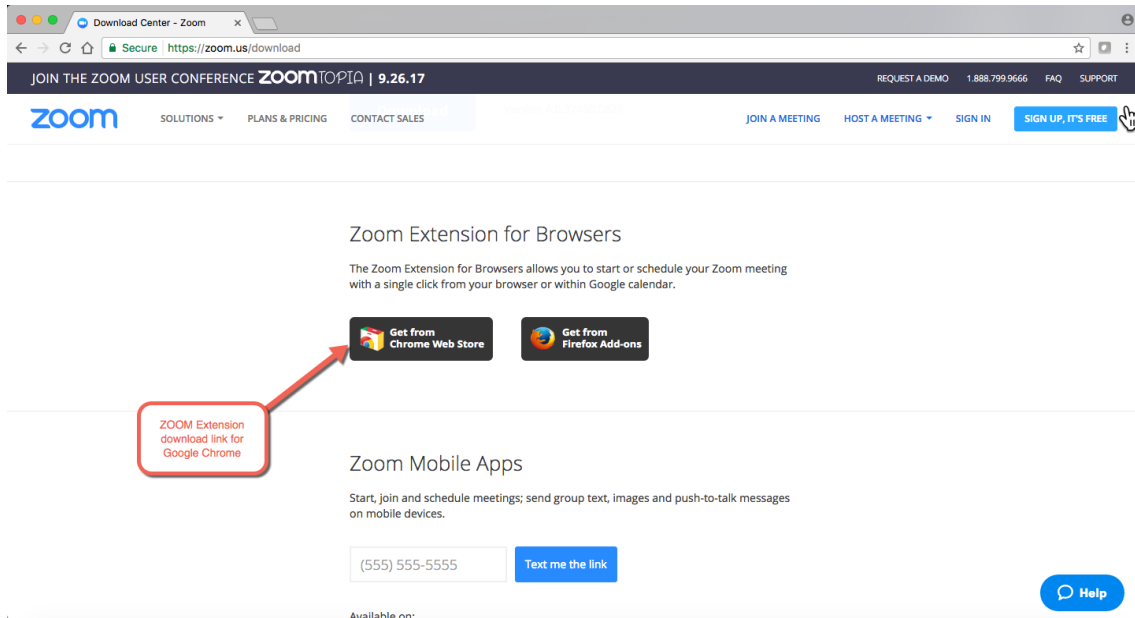
2. Click on "Add to Chrome" button in Chrome web Store to add the extension to Chrome.
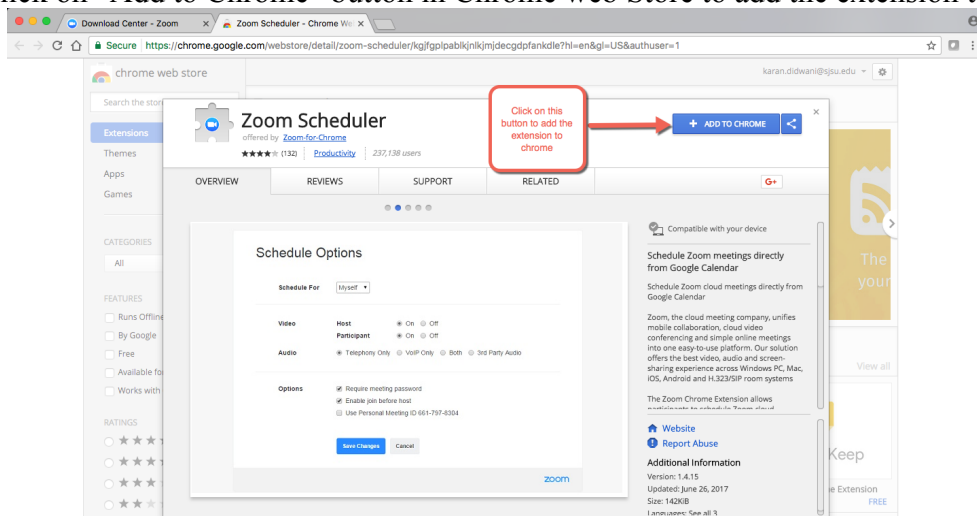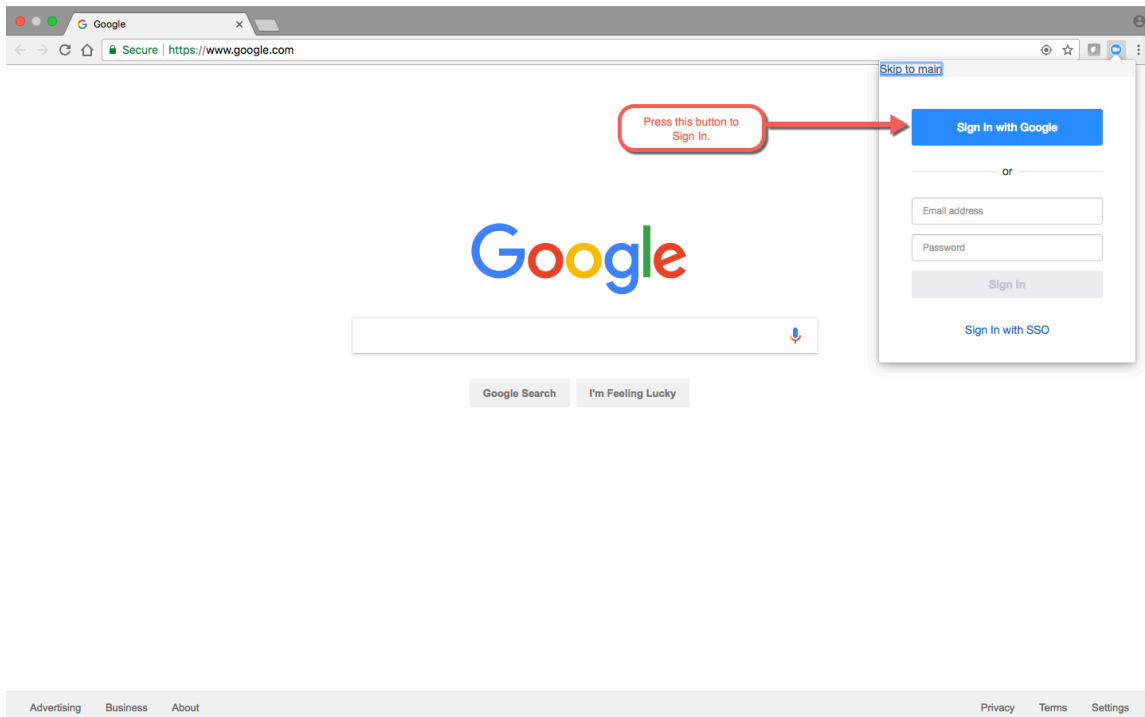
3. Next, confirm adding the extension on the browser pop-up by clicking the "add extension" button.
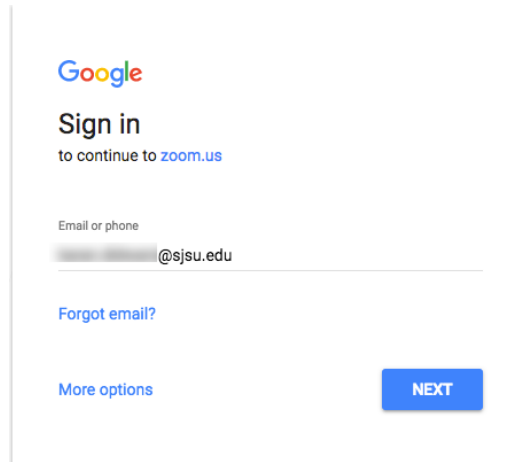

4. Once installed, the Zoom extension icon will appear to the right of the address bar.

5. Once the Chrome extension is added, click on the Zoom icon to the right of the address bar in Chrome. To sign in with your SJSU ID, click on "Sign In with Google" Button.
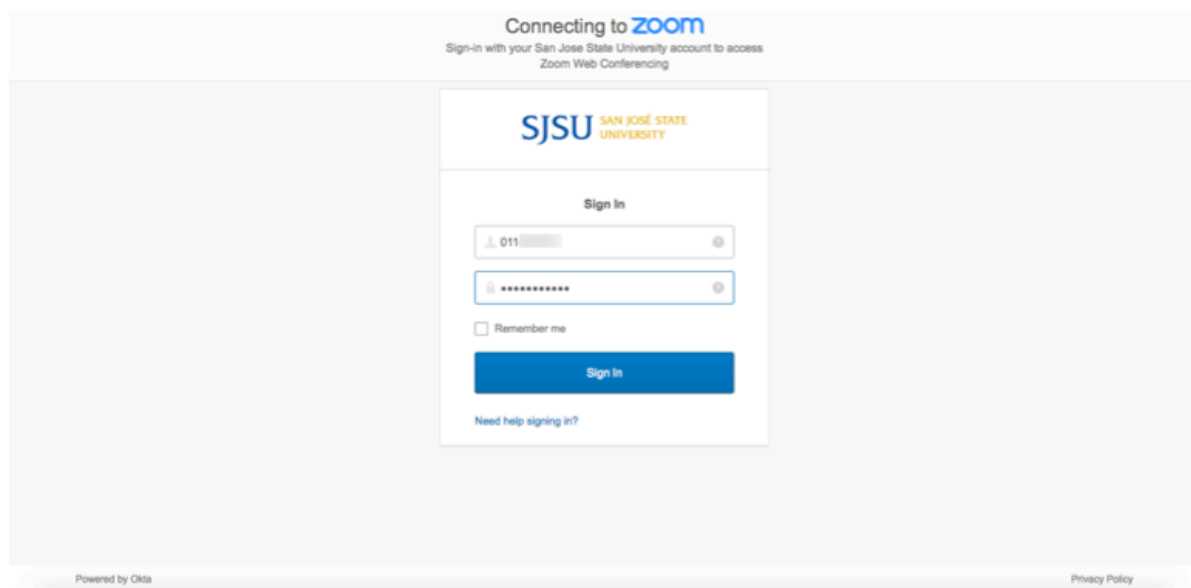
6. Enter your SJSU email Id and click on continue to sign in to your Zoom Account.

Google

Sign in

to continue to zoom.us

Email or phone

██████ ████ @sjsu.edu

Forgot email?

More options   **NEXT**

7. This will redirect you to the SJSU Login Page. Next, log in with your SJSU ID and Password to access your Zoom account.

Connecting to ZOOM

Sign-in with your San Jose State University account to access
Zoom Web Conferencing

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       UNIVERSITY

Sign In

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☐ Remember me

Sign In

Need help signing in?

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Part 2: Adding the Zoom Browser Extension to Mozilla Firefox
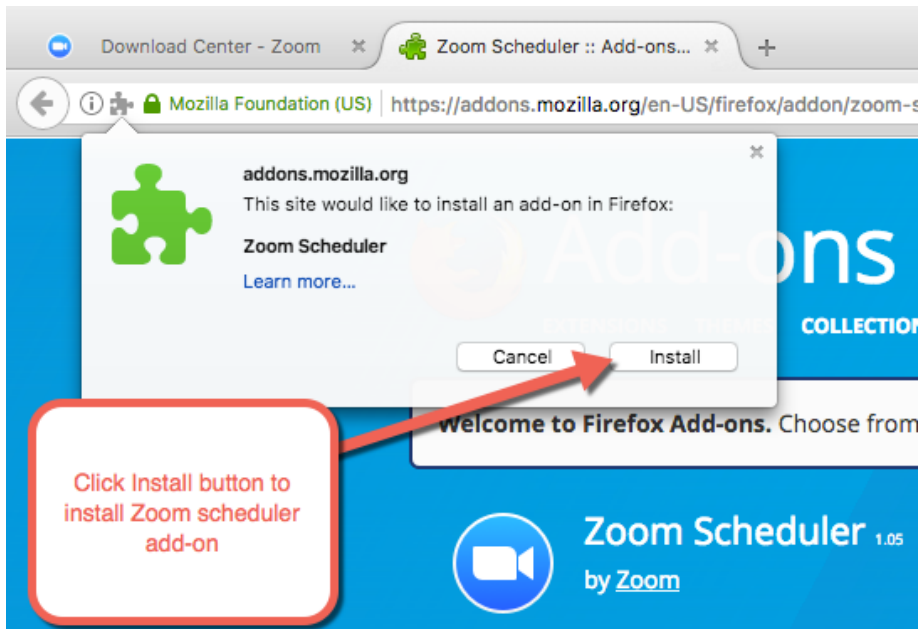
1. Go to https://zoom.us/download. Click on the link to Get the Zoom Extension from Firefox Add-ons.
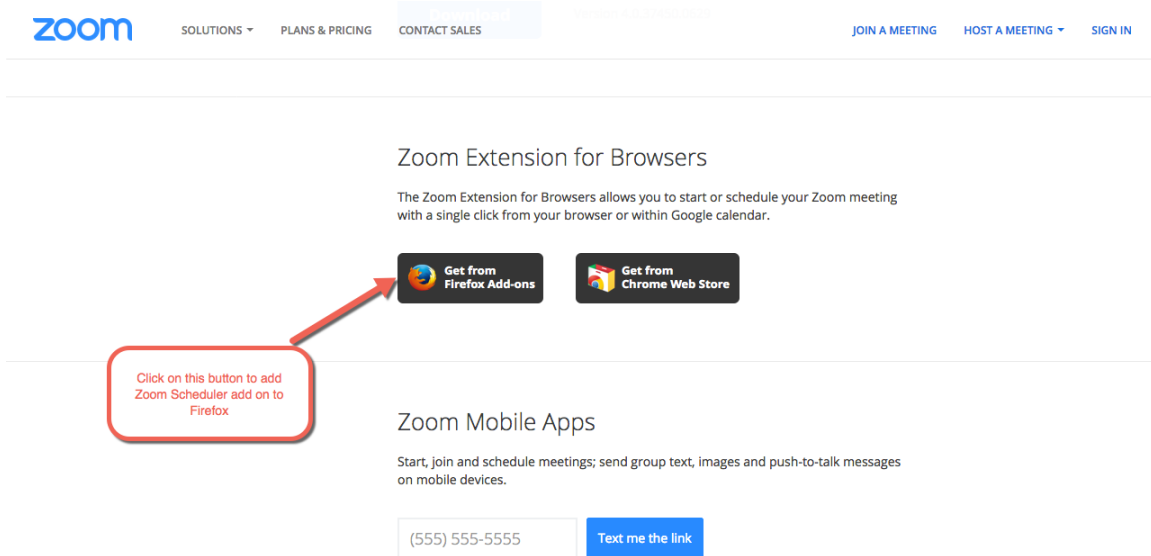
2. On clicking the button, you will be redirected to the Mozilla Firefox Add-Ons page. Click on the "Add to Firefox" button to add Zoom Scheduler to Mozilla.
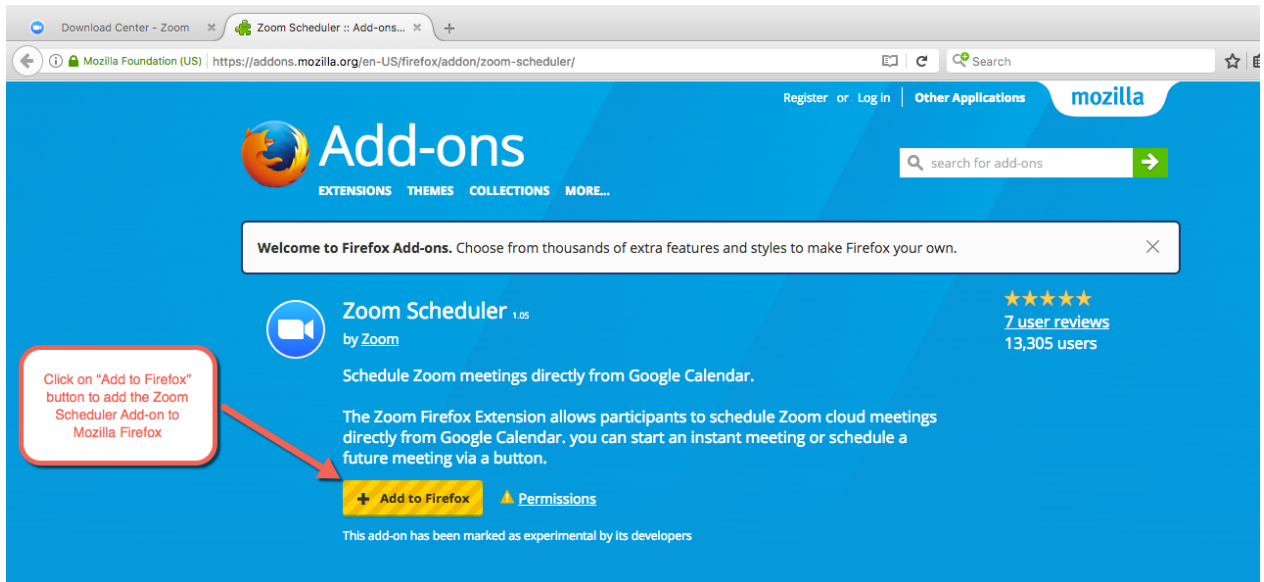
3. A prompt from Mozilla will pop up to confirm the installation of the Add-on. Click on "Install" button in the pop-up.

4. After clicking the install button, the Zoom scheduler add-on will appear to the right of the address bar. (If you can't find the Zoom Scheduler icon, then restart the Mozilla browser)
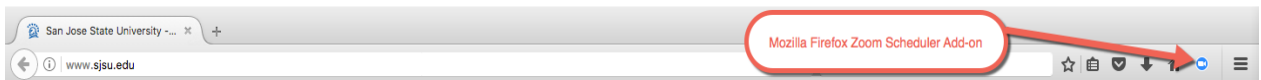
5. To Sign in to Zoom Scheduler on Mozilla Firefox, click on the Zoom icon and press Sign In with Google button.

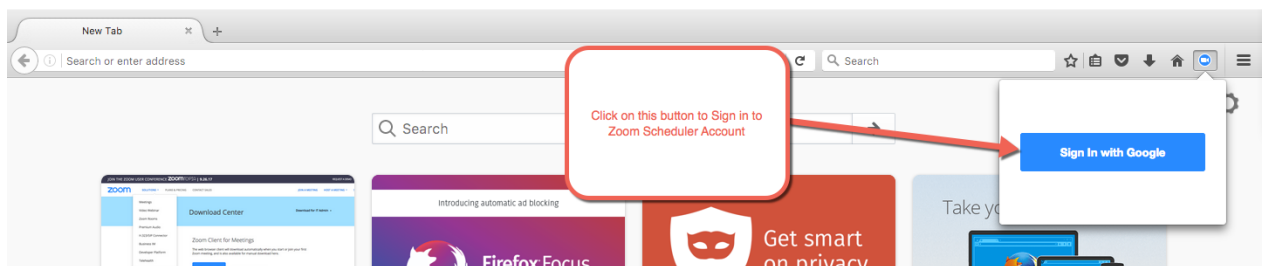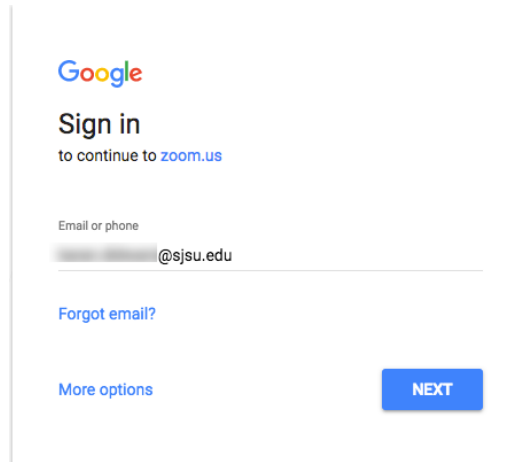6. Enter your SJSU email Id and click on continue to sign in to your Zoom Account.

Google

Sign in

to continue to zoom.us

Email or phone

    @sjsu.edu

Forgot email?

More options   **NEXT**

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Connecting to ZOOM

Sign-in with your San Jose State University account to access Zoom Web Conferencing

SJSU SAN JOSÉ STATE UNIVERSITY

Sign In

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☐ Remember me

Sign In

Need help signing in?

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Part 3: Scheduling a New Meeting Session using the Zoom Extension

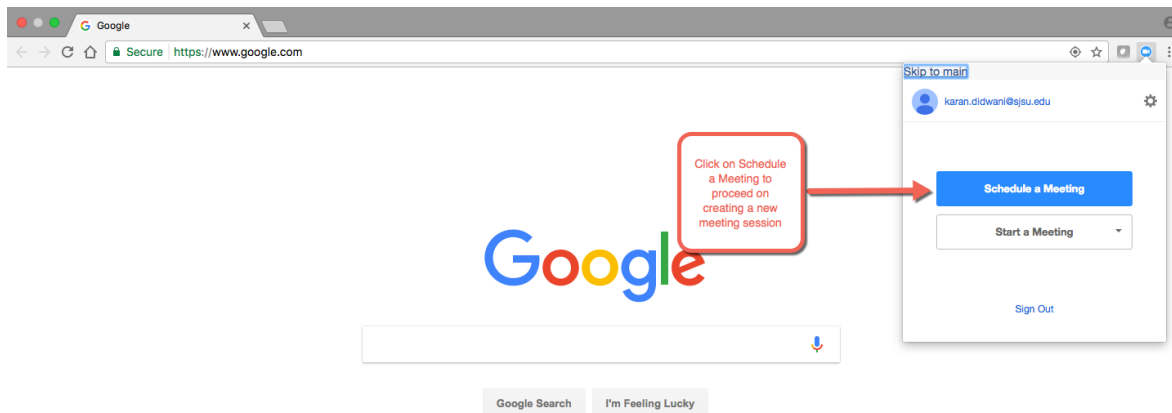The following steps to create and share a new meeting session are common for both Google Chrome and Mozilla Firefox.

1. After Signing in, click on the Zoom Extension icon and to schedule a new meeting session, please click on the "Schedule a Meeting" button.

2. This will redirect you to your Google Calendar account. In the Google Calendar, edit the meeting details like *topic, date,* and *time*. Also, invite the *attendees* (guests) by sharing the meeting's schedule and joining details. Once done, click on the "Save" button to add the event into your calendar.

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Once done, click on save button to add event to calendar

My Meeting

Meeting Topic

7/24/2017 3:00pm to 4:00pm 7/24/2017 Time zone

All day Repeat...

Event details Find a time

Meeting Date & Time

Where https://sjsu.zoom.us/j/213...
map

Joining info Add video meeting details

Calendar

Description Hi there,

i is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: https://sjsu.zoom.us/j/213109649

Or iPhone one-tap (US Toll): +16465588656,,213109649# or +14086380968,,213109649#

Or Telephone:
Dial: +1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)
Meeting ID: 213 109 649
International numbers available: https://sjsu.zoom.us/zoomconference?m=xPPTUX-dzJl_mkw7BfxU-M9WBxAGRxXl

Or an H.323/SIP room system:
H.323:
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India)
213.19.144.110 (EMEA)
202.177.207.158 (Australia)
209.9.211.110 (Hong Kong)
Meeting ID: 213 ...

SIP: 213109649@zoomcrc.com

Guests Rooms

Add guests

Participants

Suggested times

Guests can
modify event
invite others
see guest list

Invite attendees by entering their names or email id in Add guests text box

Meeting Invitation and help Details

Attachment Add attachment

Event colour

Notifications Notification 10 minutes ×
Add a notification

3. After saving the meeting, the event will appear on your Google calendar.

New Meeting event added into your google calendar

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