Note: Calendar Sync only shows up in the Zoom meeting client once set up, not in the Zoom web portal.

1. Log in to the Zoom meeting client and click on the settings icon, then click “View More Settings” at the bottom of the window.

2. Go to your Profile page in the left menu.

NOTE: Alternately, you can log in directly to your Zoom portal and go to your Profile page.
3. Scroll down to “Calendar and Contacts Integration” and click on the button to “Connect to the Calendar and Contacts Service”

4. Choose “Office365” calendar service, check to allow Zoom access to calendar events and to sync contacts, then click Next
5. Click on “Authorize,” leaving the EWS URL the same (it auto populates)

![Authorize Screen]

6. Follow the steps to choose your Emory Office365 work account. You may already be signed in, or...

![Pick an account]

- Rockswold, Brenda
  brocks@emory.edu
  Signed in

- Use another account
7. You may need to Log in to the Emory Office 365 site

8. You will need to **Accept permissions for Zoom** to access your Microsoft O365 Account
10. Once calendar sync is enabled, you will see your email account under the Calendar and Contacts Integration setting on your Profile page.

<table>
<thead>
<tr>
<th>Calendar and Contacts Integration</th>
<th>We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:brooks@emory.edu">brooks@emory.edu</a> Configure Delete</td>
<td>Zoom will be granted full mailbox access.</td>
</tr>
</tbody>
</table>

11. **Log into the Zoom Meeting desktop client**, go to the Meetings tab. You should see non-Zoom meetings as well as Zoom meetings now. You may need to click the refresh icon. Note: you will not see meetings / calendar sync in the Zoom portal.