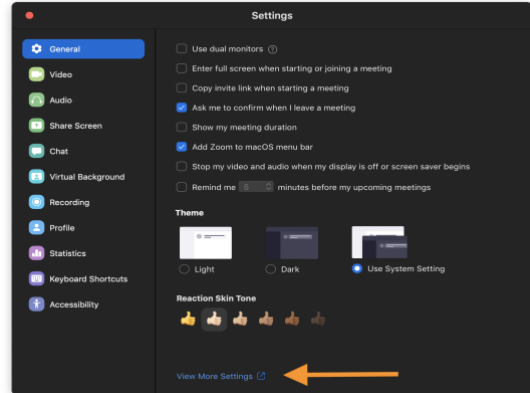
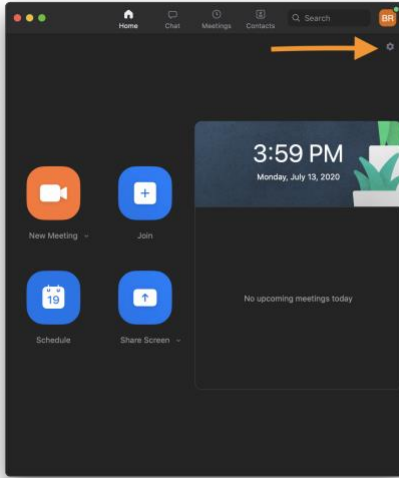
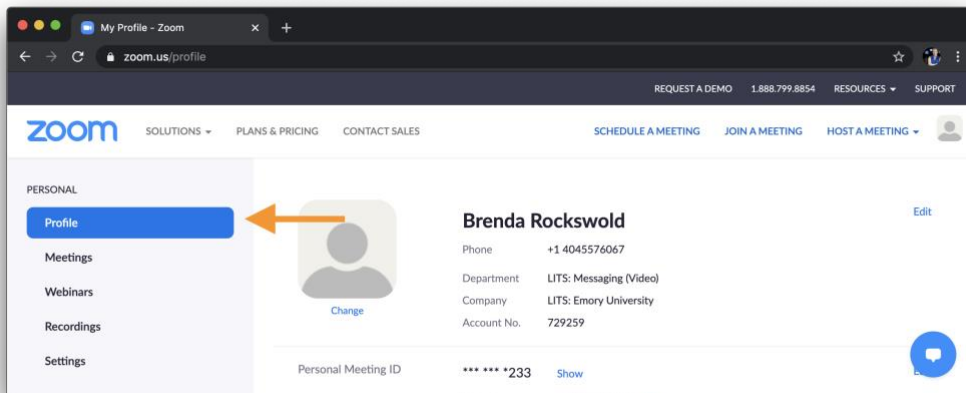




1. Log in to the Zoom meeting client and click on the **settings icon**, then click **“View More Settings”** at the bottom of the window



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 Contact Integration”** and click on the button to **“Connect to the Calendar and Contact Service”**

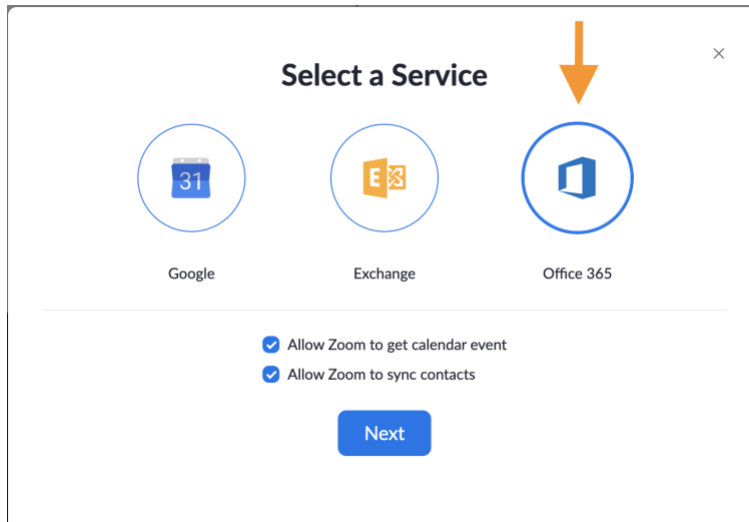
Calendar and Contact
Integration

You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.

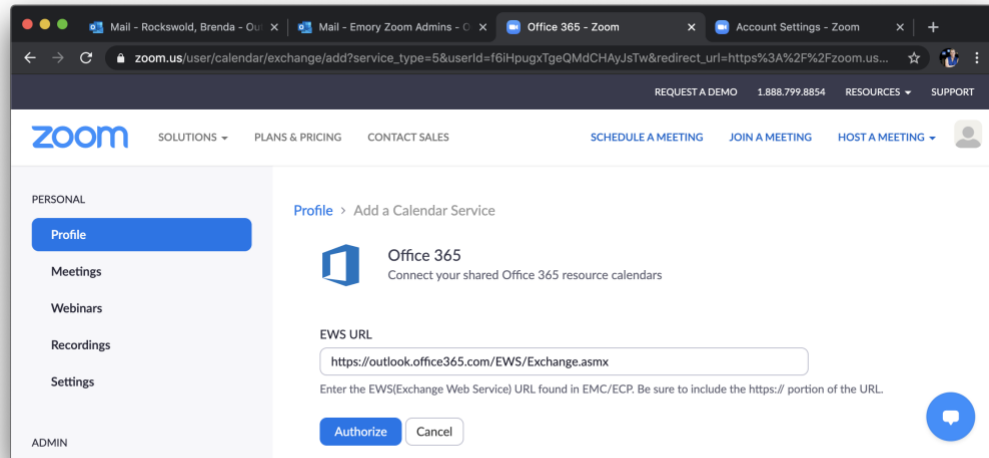
Connect to Calendar and Contact Service



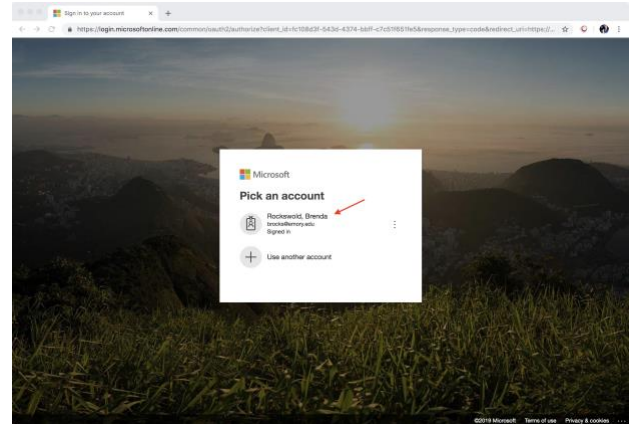
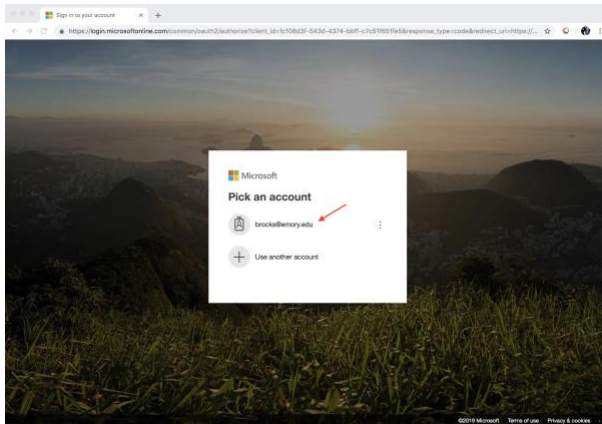
4. Choose **“Office365”** calendar service, check to allow Zoom access to calendar events and to sync contacts, then click **Next**



5. Click on **“Authorize,”** leaving the **EWS URL** the same (it auto populates)

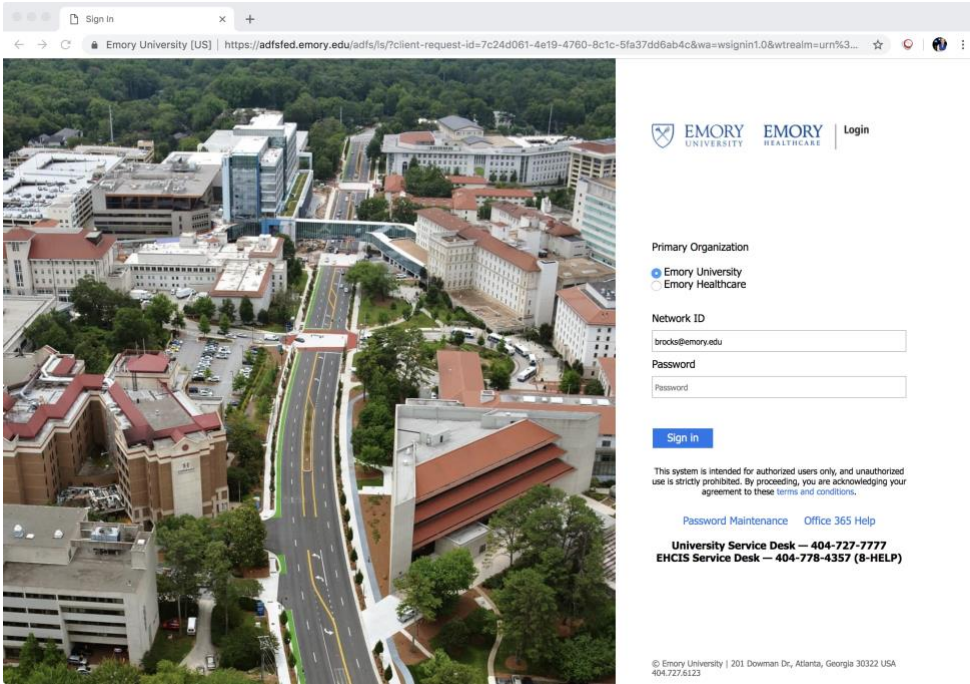


6. Follow the steps to choose your **Emory Office365** work account. You may already be signed in, or...

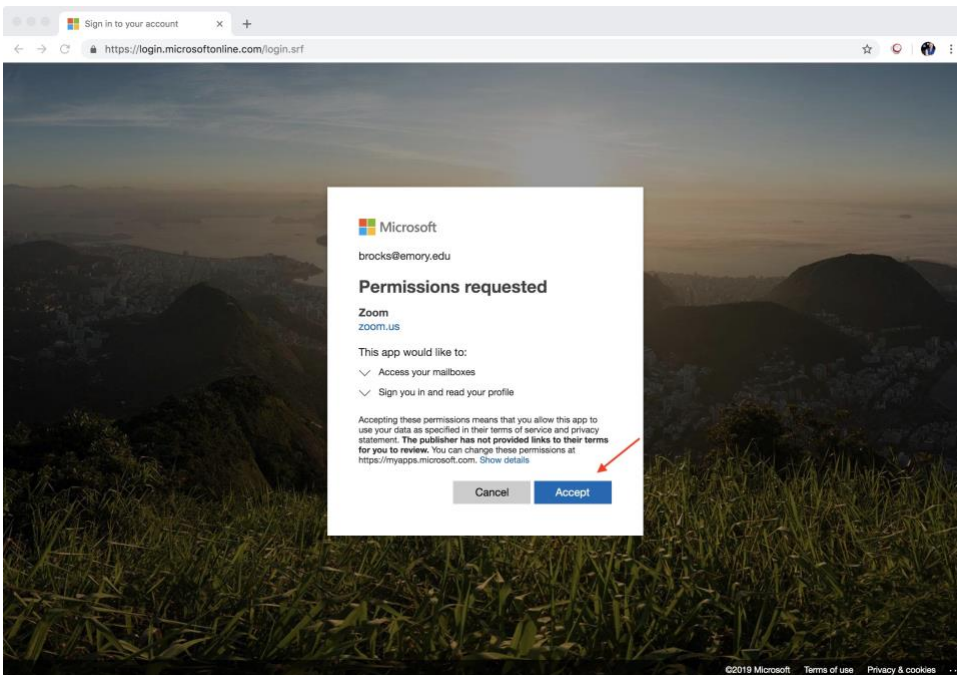




7. You may need to Log in to the Emory Office 365 site

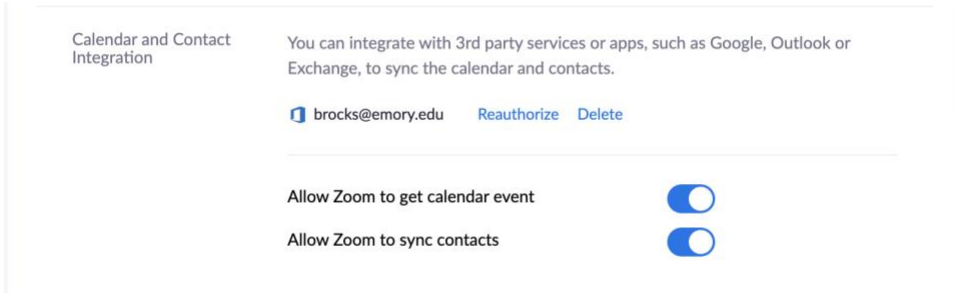


8. You will need to **Accept permissions for Zoom** to access your Microsoft O365 Account

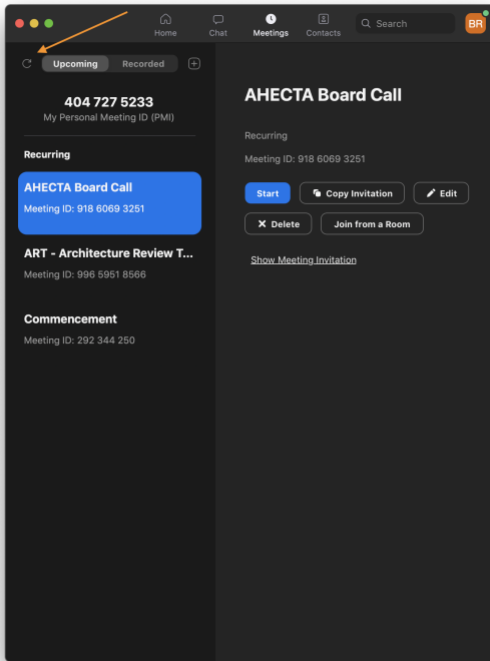




10. Once calendar sync is enabled, you will see **your email account** under the **Calendar and Contact Integration** setting on your **Profile** page



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.



12. If you have any questions or concerns, email videoservices@emory.edu