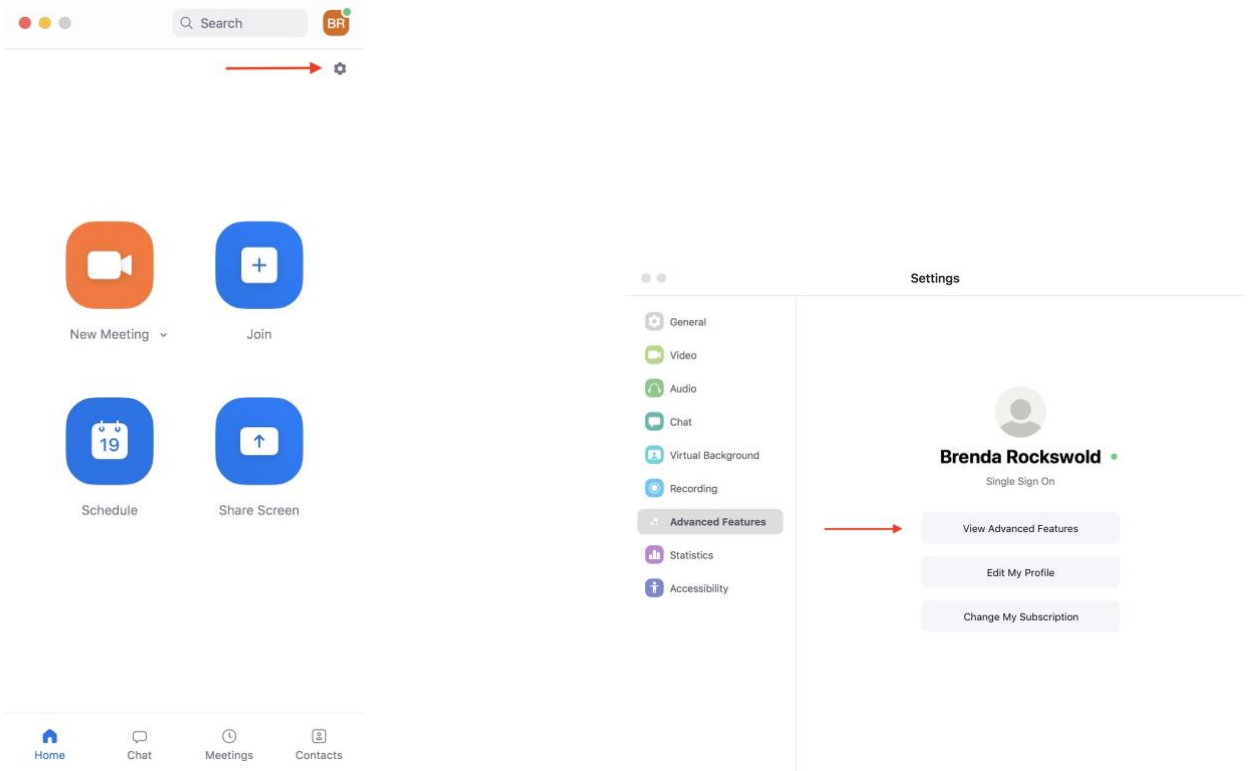
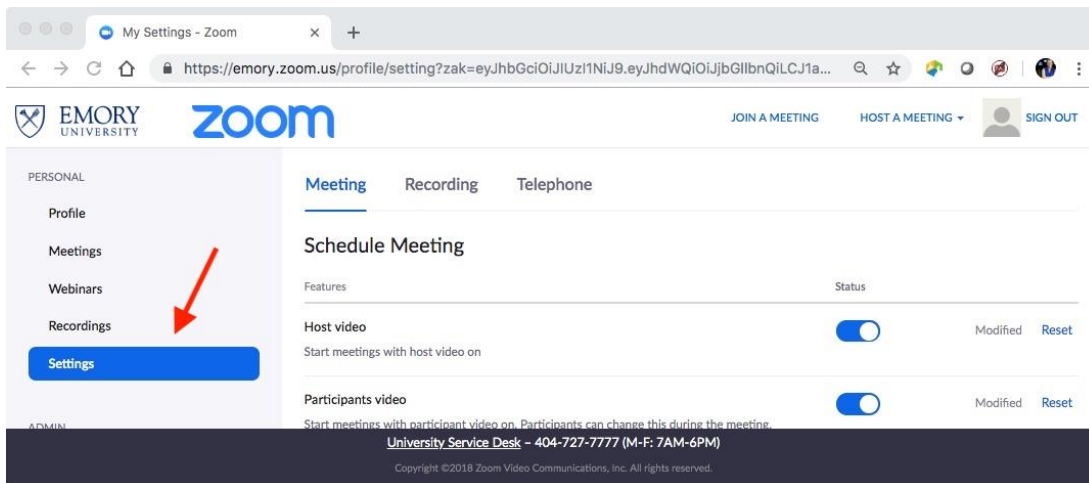




1. Log in to the Zoom meeting client and click on the **settings icon**, click **“Advanced Features”** in the left menu, and then click **“View Advanced Features”**

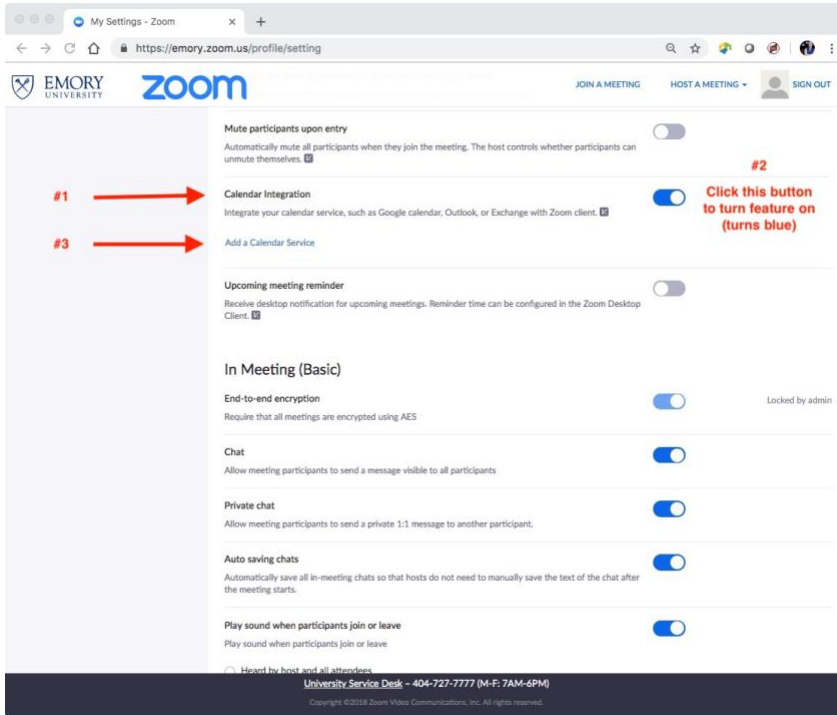


2. Go to **Settings** in the left menu

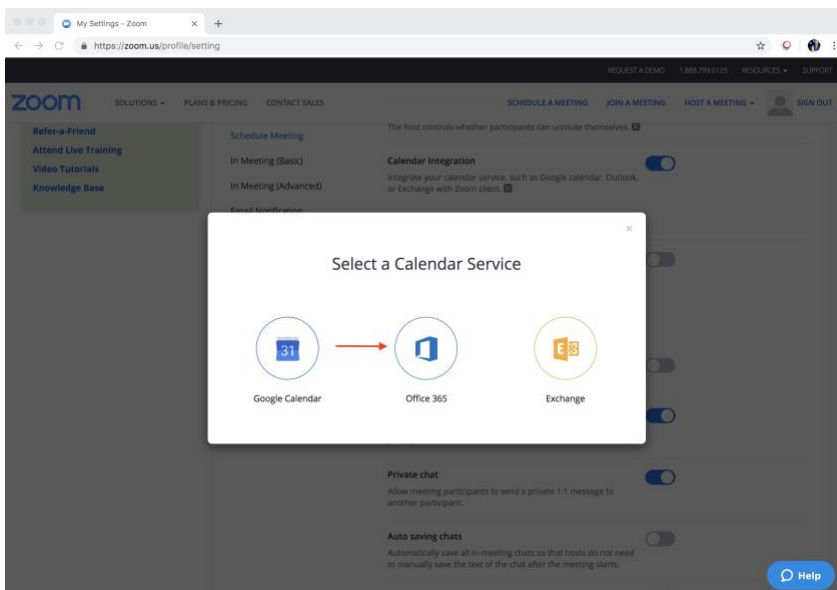




3. Scroll down to **“Calendar Integration,”** under the Schedule Meeting section and **click on the button to toggle the feature on,** then click **“Add a Calendar Service”**

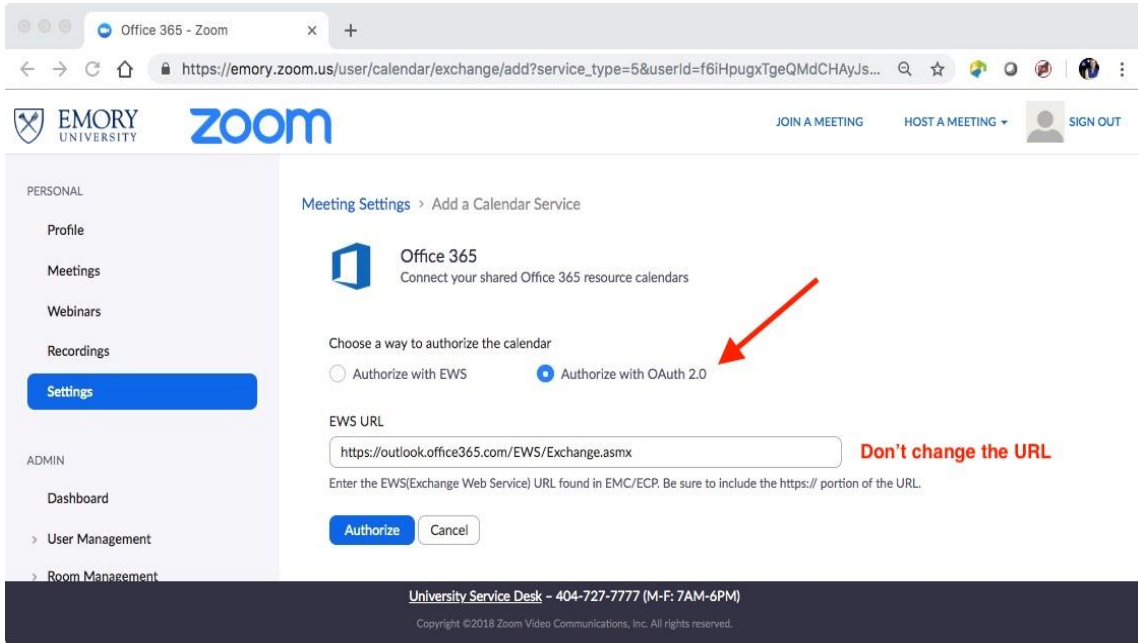


4. Choose **“Office365”** calendar service

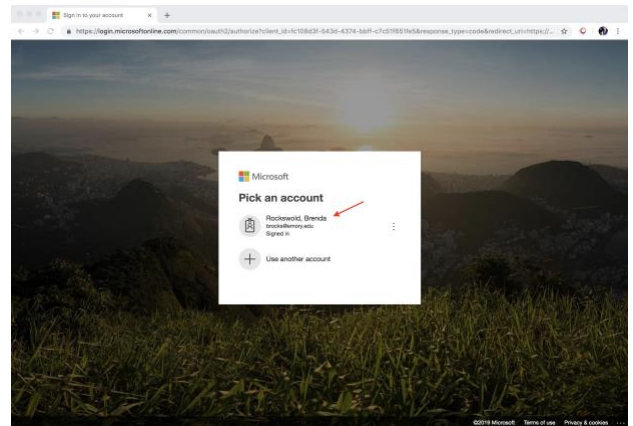
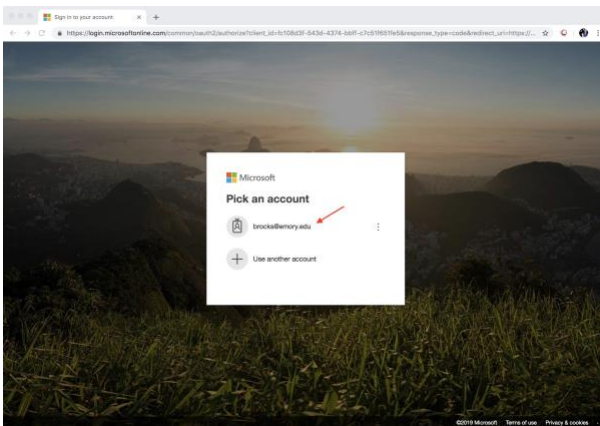




- Click on “**Authorize with OAuth 2.0**”, leave the **URL the same (it auto populates)**, then click “**Authorize**”

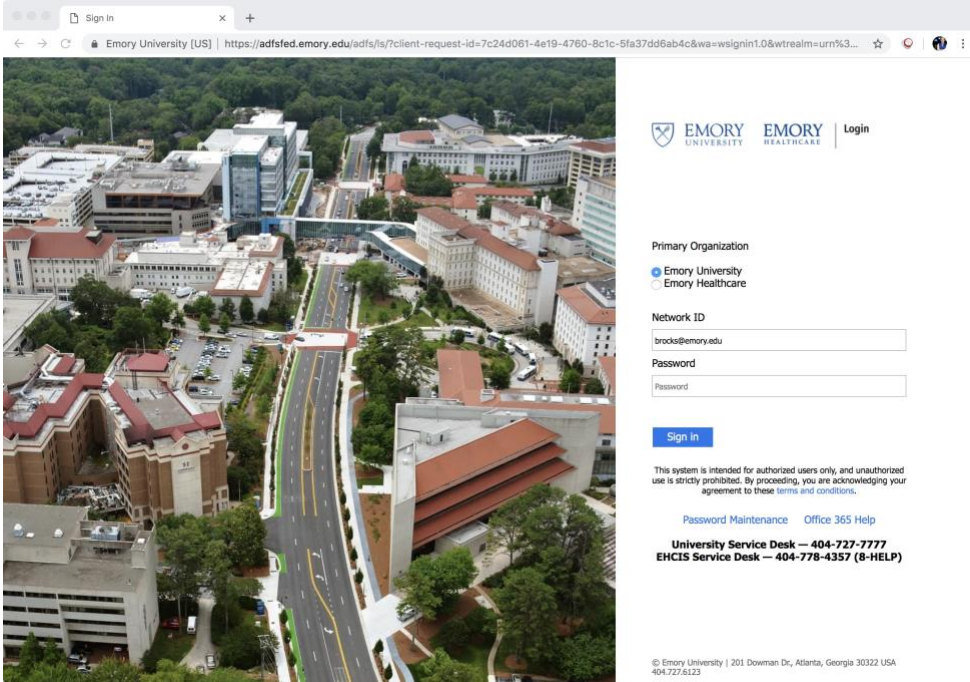


- Follow the steps to choose your **Emory Office365 work account**. You may already be signed in...or...

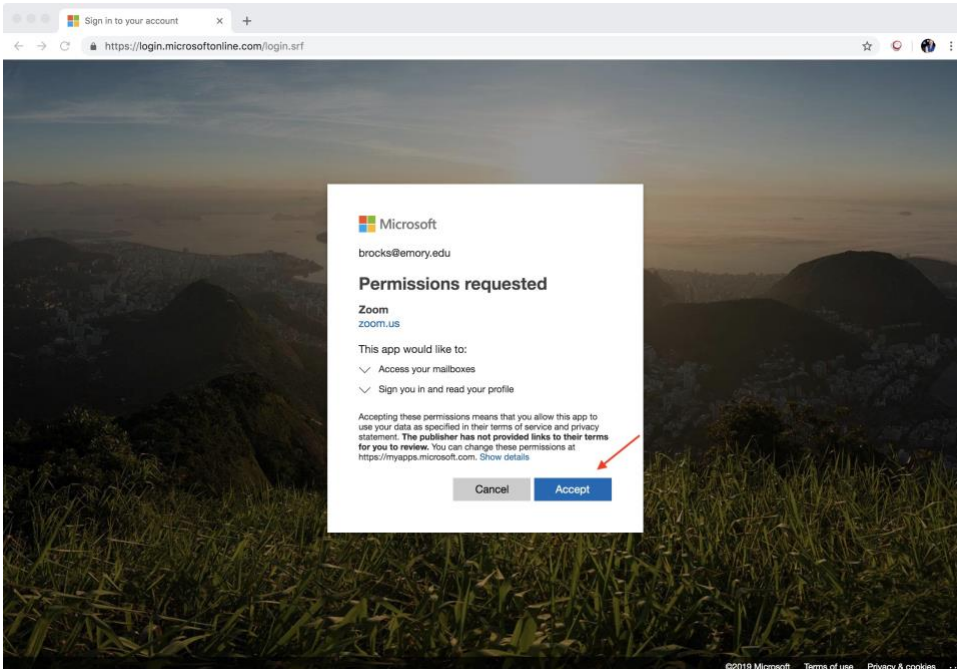




7. Or you may need to Log in to the Emory Office 365 site

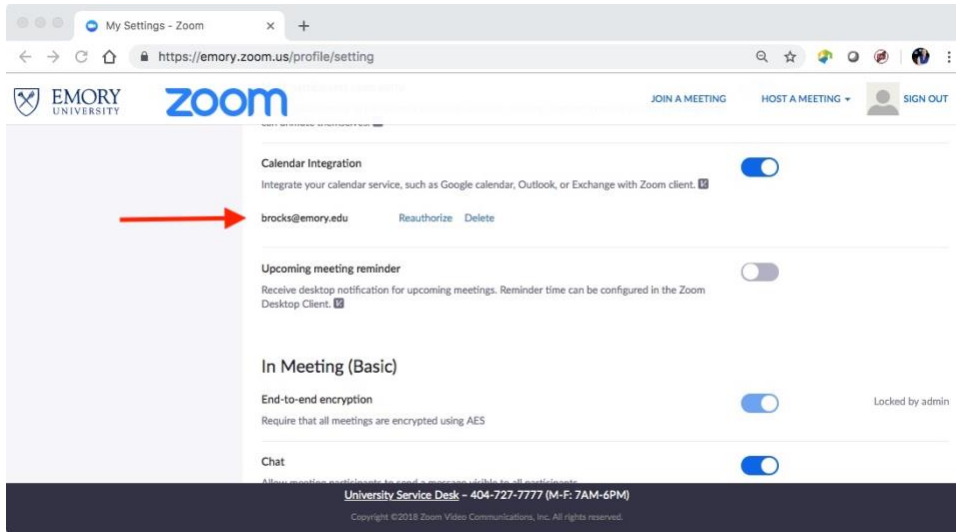


8. You will need to **Accept permissions for Zoom** to access your Microsoft O365 Account

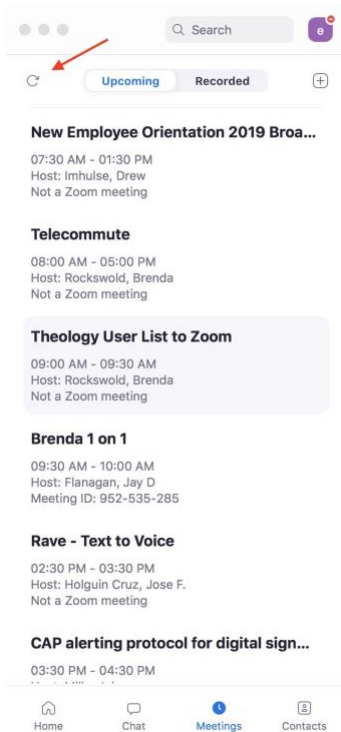




10. Once calendar sync is enabled, you will see **your email account** under the **Calendar Integration** setting



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.



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