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

6. 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