

Office 365: Syncing Your Outlook Calendar to Zoom

Intro.

All migrated users will have to re-sync their Outlook calendar to Zoom.

Instructions

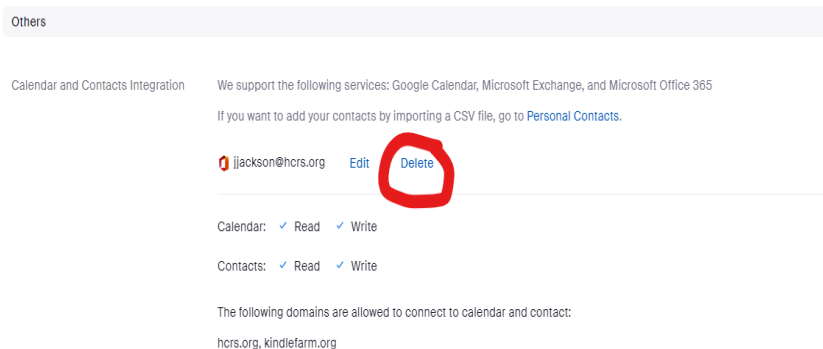
Go to <https://zoom.us/profile> and sign in with your Zoom account credentials.

Or use [Single Sign-On](#) and sign in with your HCRS account credentials. Then select Zoom.

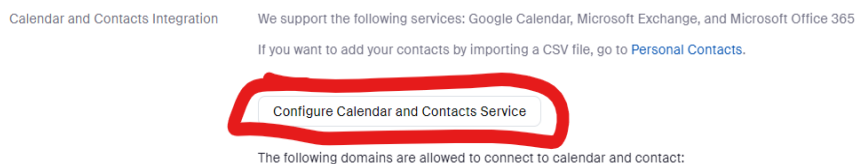
Once on your Zoom profile, scroll down to **Calendar and Contacts Integration**.

If there **is** an entry here, delete it.

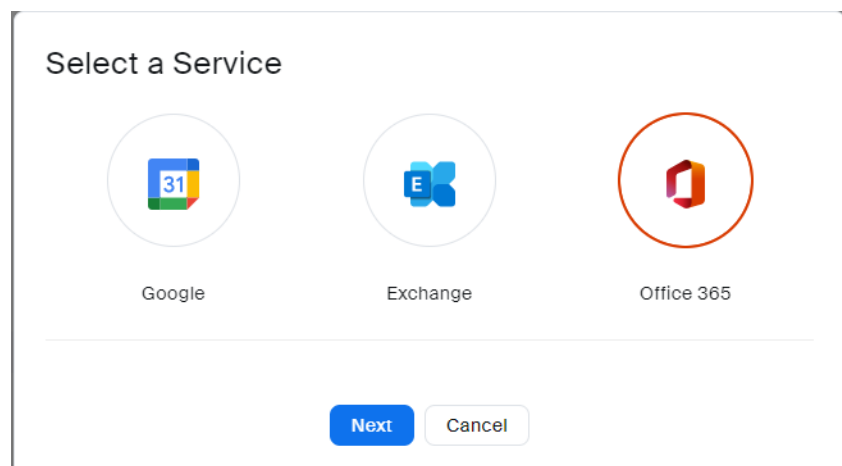
If there **is not** an entry, continue to the next step.



Click on **Configure Calendar and Contacts Service**.



Select Office 365 and click Next.



Profile > Add a Calendar Service



Office 365

Connect your shared Office 365 resource calendars

☒ Authorize with OAuth 2.0

Choose your permissions

Calendar

Contacts

☒ Read

☒ Write

☒ Read

☒ Write

Authorize

Cancel

Click Authorize.

Select your name,
then accept the
permissions
request.



Pick an account



Jared Jackson
jjackson@hcrs.org
Signed in



Use another account

Once completed your outlook calendar information
will now be synced with Zoom.



jjackson@hcrs.org

Permissions requested

Zoom

[Zoom Video Communications, Inc.](#)

This app would like to:

✓ Maintain access to data you have given it access to

✓ Have full access to your calendars

✓ Have full access of your contacts

✓ View your basic profile

☐ Consent on behalf of your organization

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel

Accept