Zoom Calendar and Contacts Integration via Office 365

1. Open a web browser and navigate to https://ucdavishealth.zoom.us.

2. Click Sign In and wait to be automatically logged in via Single Sign On.
   a. If using Firefox, you will be prompted for your Citrix/Computer login information.

3. On the left navigation bar, click on Profile.

   Profile
   Meetings
   Webinars
   Recordings
   Settings
   Account Profile
   Reports
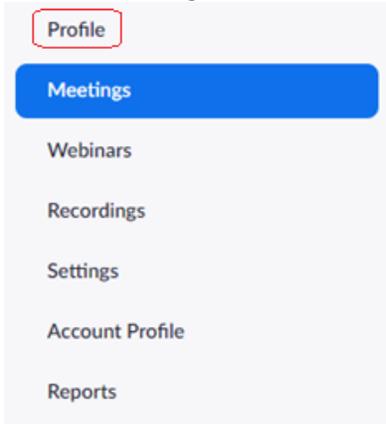
4. Look for Calendar and Contact Integration towards the bottom of the Profile page.

   Calendar and Contacts Integration   We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365

   Configure Calendar and Contacts Service

5. Click on Configure Calendar and Contacts Service.

6. An in-browser pop-up window should appear. Select Office 365, confirm the Read checkbox next to Calendar is checked. You may leave the defaults selected for Contacts. If you do not want Zoom to have access to your Outlook contacts, uncheck the checkboxes next to Write and Read and then click Next.

Select a Service

Google	Exchange	Office 365

Permissions:	Calendar	☑ Read	☐ Write
	Contacts	☑ Read	☑ Write

Zoom will access your calendar and contacts with the permissions selected above

Next

7. Select Authorize with OAuth 2.0 and click the blue Authorize button to allow Zoom access to your Outlook account.

Profile > Add a Calendar Service

Office 365
Connect your shared Office 365 resource calendars

Choose a way to authorize the calendar

○ Authorize with EWS   ● Authorize with OAuth 2.0 ☑

Authorize   Cancel

8. You will be redirected to a Microsoft login page. If prompted to login to your Microsoft account, use your University email and Kerberos password to continue. If your email address is already present, click on your email address to continue.
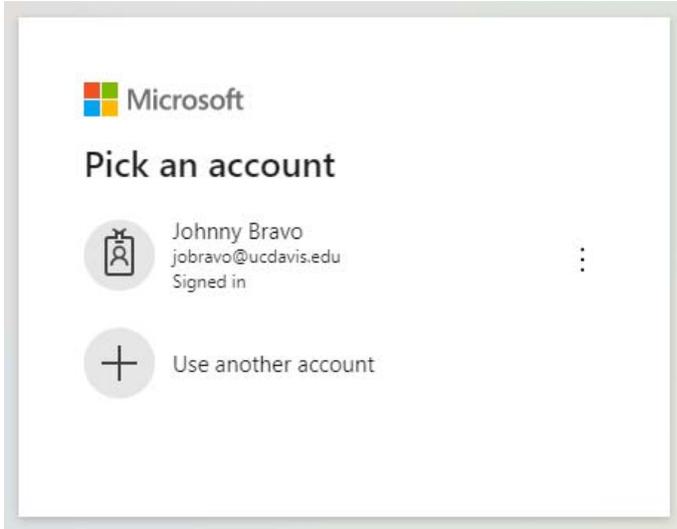
9. After signing in, you will be prompted to accept a list of permissions being requested by Zoom.us. To continue, click on Accept.
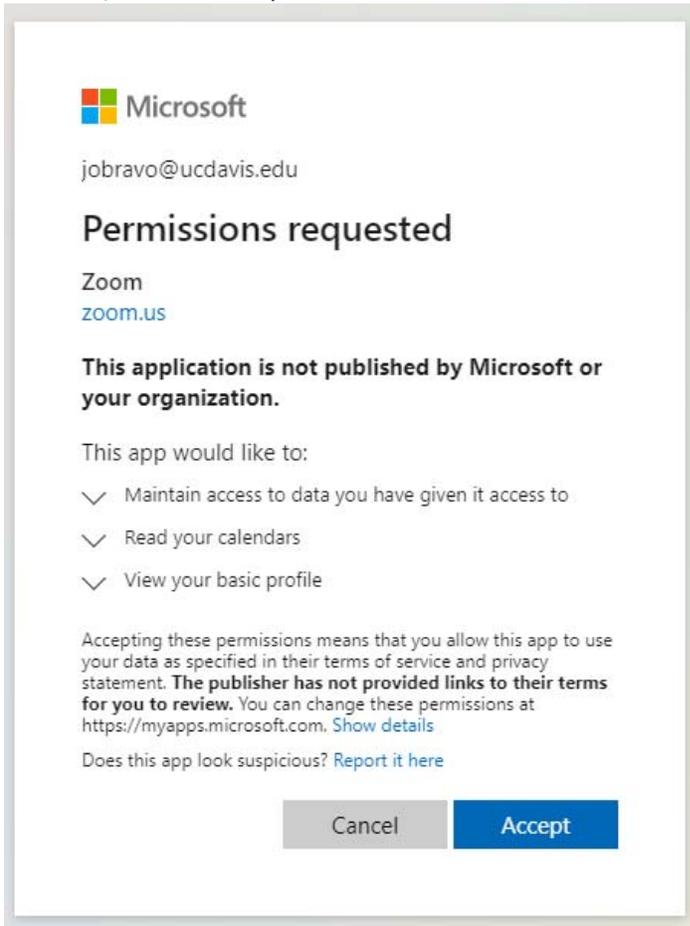
10. After accepting the permissions requested by Zoom, you will be redirected back to the Zoom Profile page. Scroll down until you reach the Calendar and Contacts Integration section and confirm that your email address is listed in that section.

Calendar and Contacts Integration

We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365

jobravo@ucdavis.edu   Configure   Delete