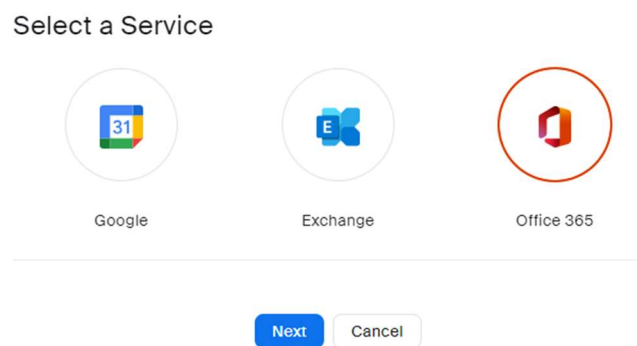


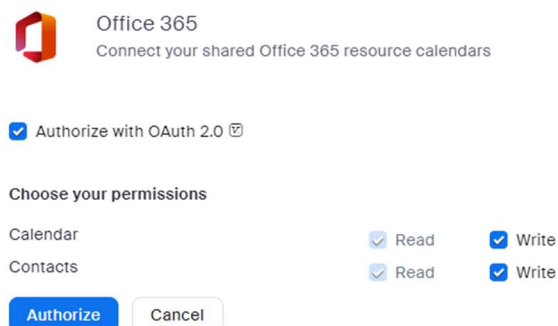
Zoom Workspaces: How to set up calendar integration.

This is a one-time set-up to allow for your meeting reservations to show up on your outlook calendar.

1. Sign in to the Zoom web portal.
2. Click [Profile](#).
3. Under **Others**, in the **Calendar and Contact Integration** section, click **Configure Calendar and Contacts Service**.
4. Select a service.



5. Click **Next**.
6. Follow the on-screen instructions to grant Zoom access to the calendar/contacts service.
 - **Office 365:**
 - **Authorize with OAuth 2.0:** Ensure this option is checked.




7. Click **Authorize**.
8. Choose your **NETID@medsch.ucr.edu**

After allowing access, you will be redirected back to the Zoom web portal, which will indicate the permissions for the calendar and contacts integration.

Others

Calendar and Contacts Integration

We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365
If you want to add your contacts by importing a CSV file, go to [Personal Contacts](#).

 [redacted]@medschuocr.edu [Edit](#) [Delete](#)

Calendar: Read Write

Contacts: Read Write