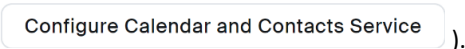# INSTRUCTIONAL **TECHNOLOGIES**

Resource Library

SYNC CALENDAR AND CONTACTS WITH ZOOM AND OFFICE 365

From your **FAU Zoom account** settings, you can set up a calendar integration so that Zoom meetings on your Outlook calendar are synced to the Zoom Workplace app. This facilitates starting, joining or managing Zoom meetings whether you prefer using Microsoft Outlook or the Zoom Workplace app.

This also means that any Outlook invites that include Zoom join links/URLs will automatically be accessible via your Outlook or Zoom calendars. If a Zoom join link is not detected in the event invitation, the meeting will be listed as **"Not a Zoom meeting"** and will not have a join button. Furthermore, you can enable **bi-directional syncing** to ensure that the Zoom Meetings you create or update in either application will automatically sync across all integrated calendars.

HOW TO SET UP CALENDAR AND CONTACTS INTEGRATION

1. Sign in to **https://fau-edu.zoom.us**
2. Click **Profile**.
3. Scroll down to **Others,** and in the **Calendar and Contact Integration** section, click the **Configure Calendar and Contacts Service** button (Configure Calendar and Contacts Service).
4. Select **Office 365** as the service**.**
5. Click **Next.**
6. Adjust the service permissions as per your preference. The service permissions allow you to make changes to your calendar, contacts and presence. For more information about how the permissions work, refer to Appendix A.
7. Click **Next.**
8. Click **Authorize.**
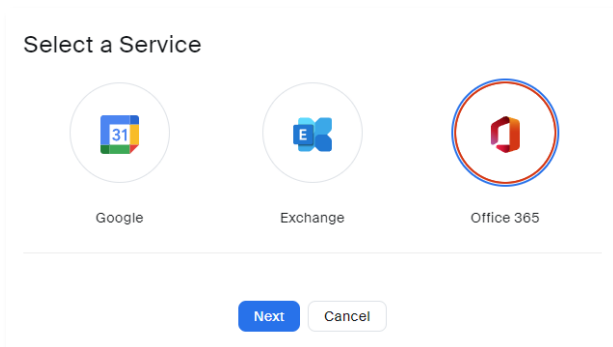
Office 365 service selection from step four.

HOW TO REMOVE THE CALENDAR AND CONTACTS INTEGRATION

If you decide to remove the calendar and contacts integration, here are the steps to follow.

1. Sign in to https://fau-edu.zoom.us
2. Click **Profile.**
3. Scroll down to **Others** and find the **Calendar and Contact Integration** section.
4. Click **Delete** next to the connected account name.
5. Confirm that you want to delete the integration by clicking **Delete.**

HOW TO TURN ON BI-DIRECTIONAL CALENDAR SYNCING

With bi-directional syncing enabled, any meeting you create or update either on Zoom or external calendars will sync across all applications, including the web portal, the Zoom Workplace app, and integrated calendars.

Note: This feature only supports updates made to individual meetings (non-recurring) or an entire series. Changes to a single occurrence in a recurring meeting are not supported and will not sync correctly.

1. Sign in to https://fau-edu.zoom.us

2. Click **Settings.**
3. Click the **Calendar** tab.
4. Under the **Calendar and Contacts,** click the **Automatically sync Zoom calendar events information bi-directionally between Zoom and integrated calendars** toggle to enable or disable it.
5. If a verification dialog displays, click **Enable** or **Disable** to verify the change.

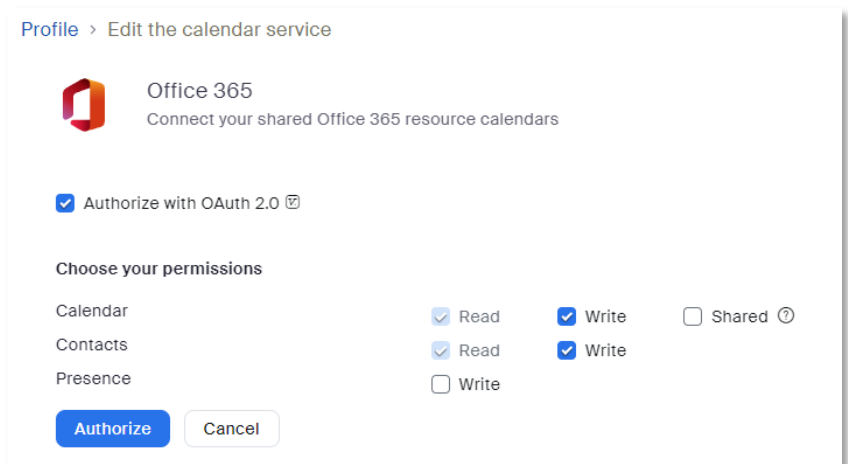## APPENDIX A: SERVICE PERMISSIONS FROM STEP SIX

1. **Calendar**
   a. **Read**: Allows you to view the calendar events in the Zoom desktop app.
   b. **Write**: Allows you to edit and delete events from the Zoom desktop app.
   c. **Shared**: Allows you to create, read, update, and delete events in all calendars you have permission to access. This includes delegated and shared calendars.

2. **Contacts**
   a. **Read**: Allows you to view contacts in the Zoom desktop app.
   b. **Write**: Allows you to create contacts using your call history in the Zoom desktop app.

3. **Presence**
   a. This option is available with integrating with Office 365.
   b. Write: Allows you to synchronize your presence from Zoom to Microsoft.

Office 365 Permissions list from step six

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