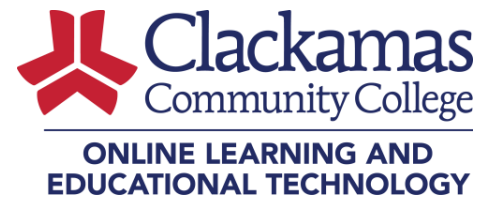


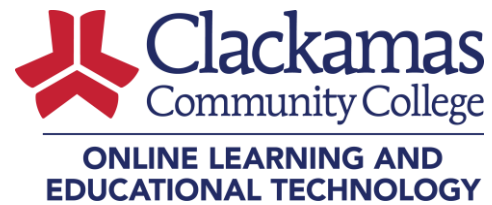
ZOOM
OUTLOOK
CALENDAR
INTEGRATION



How to Link Zoom to your Outlook Calendar

**This only applies to Zoom meetings to be scheduled via
clackamas.zoom.us, the Zoom Dashboard, or Outlook plugin/add-on.*

ZOOM OUTLOOK CALENDAR INTEGRATION



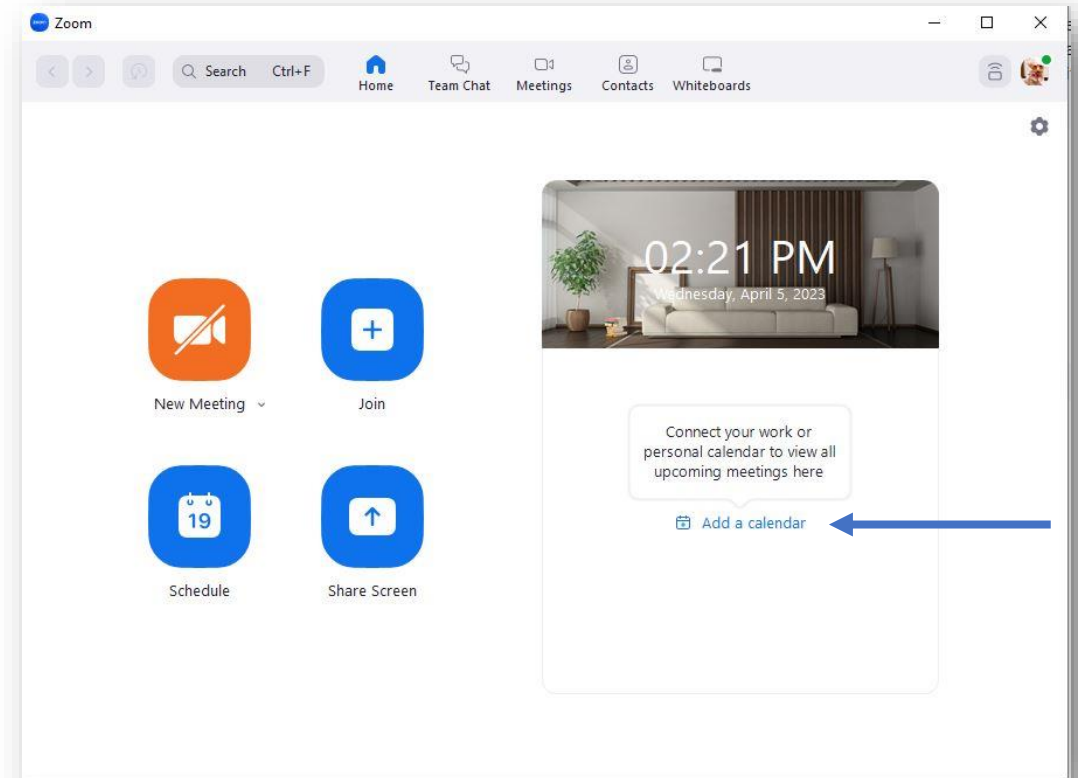
In this guide, you will learn the steps to add (link) your Outlook calendar to your Zoom dashboard.

**This only applies to Zoom meetings to be scheduled via clackamas.zoom.us, the Zoom Dashboard, or Outlook plugin/add-on.*

ZOOM OUTLOOK CALENDAR INTEGRATION

Step 1

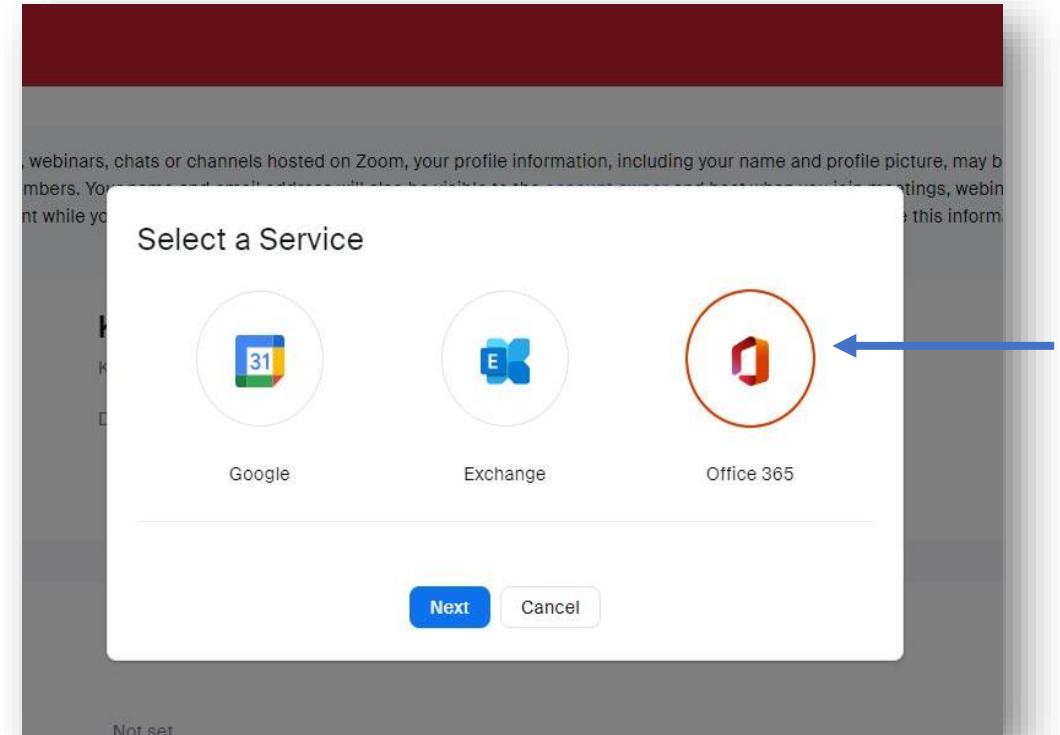
From your Zoom Dashboard (requires Zoom Meeting Desktop Client) Click **Add a Calendar**



ZOOM OUTLOOK CALENDAR INTEGRATION

Step 2

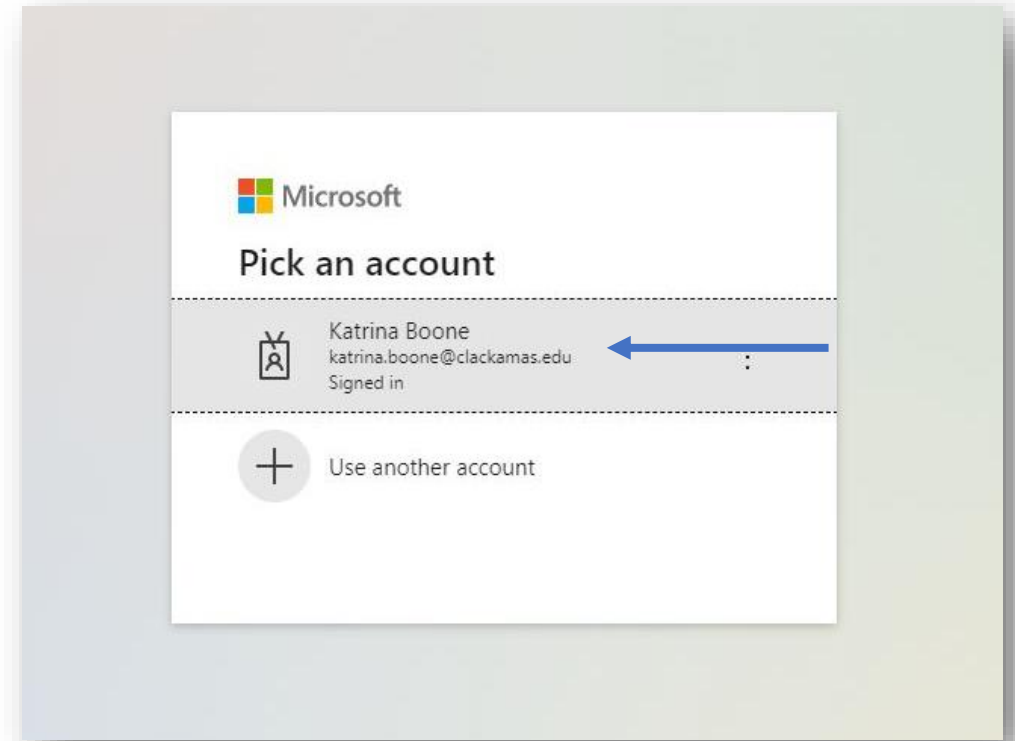
From Select a Service - **Select Office 365**



ZOOM OUTLOOK CALENDAR INTEGRATION

Step 3

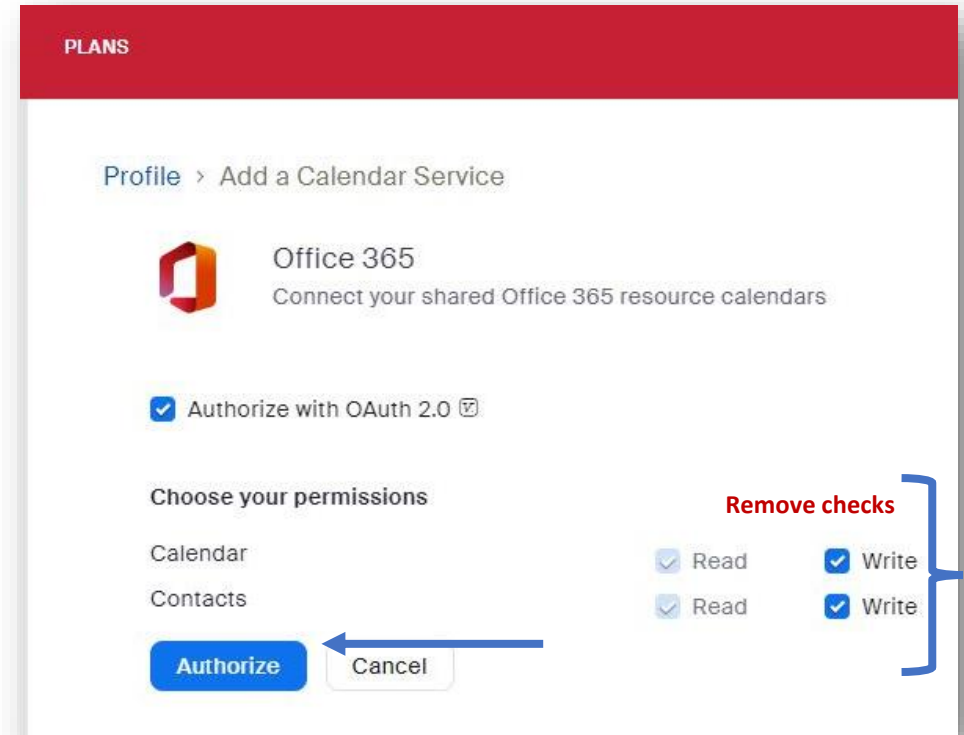
Pick an account associated with **your CCC email credentials.**



ZOOM OUTLOOK CALENDAR INTEGRATION


Step 4


Remove/Uncheck the two highlighted *Write* checkboxes only.
Click **Authorize**



PLANS

Profile > Add a Calendar Service

 Office 365
Connect your shared Office 365 resource calendars

Authorize with OAuth 2.0 

Choose your permissions

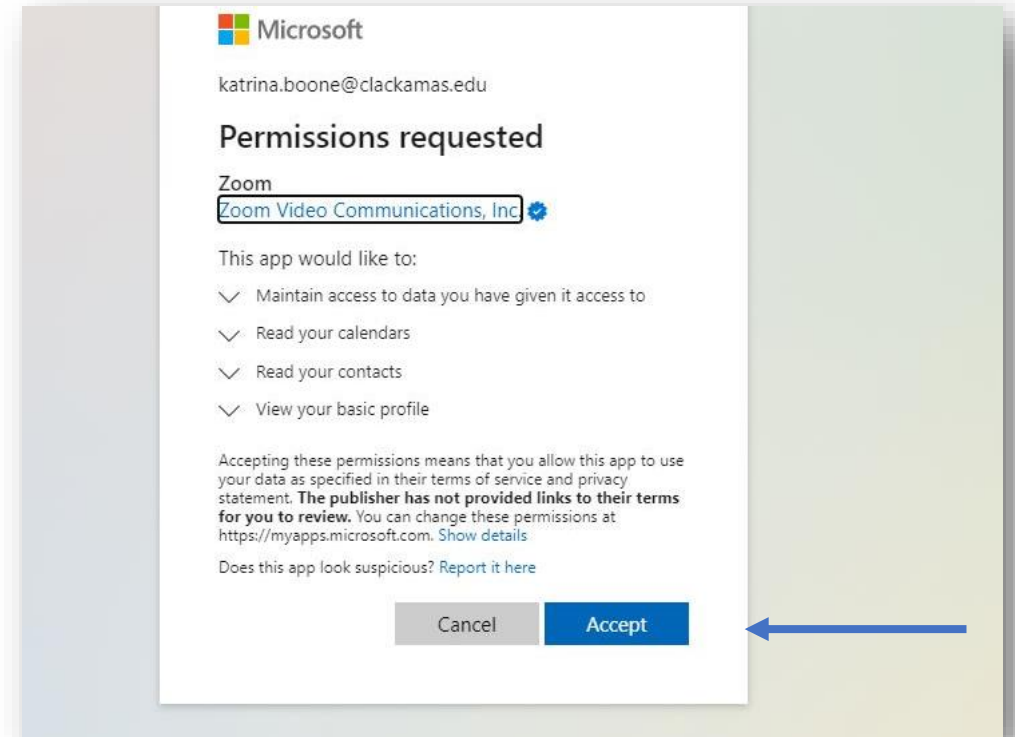
Calendar	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write
Contacts	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write

Remove checks

ZOOM OUTLOOK CALENDAR INTEGRATION

Step 5

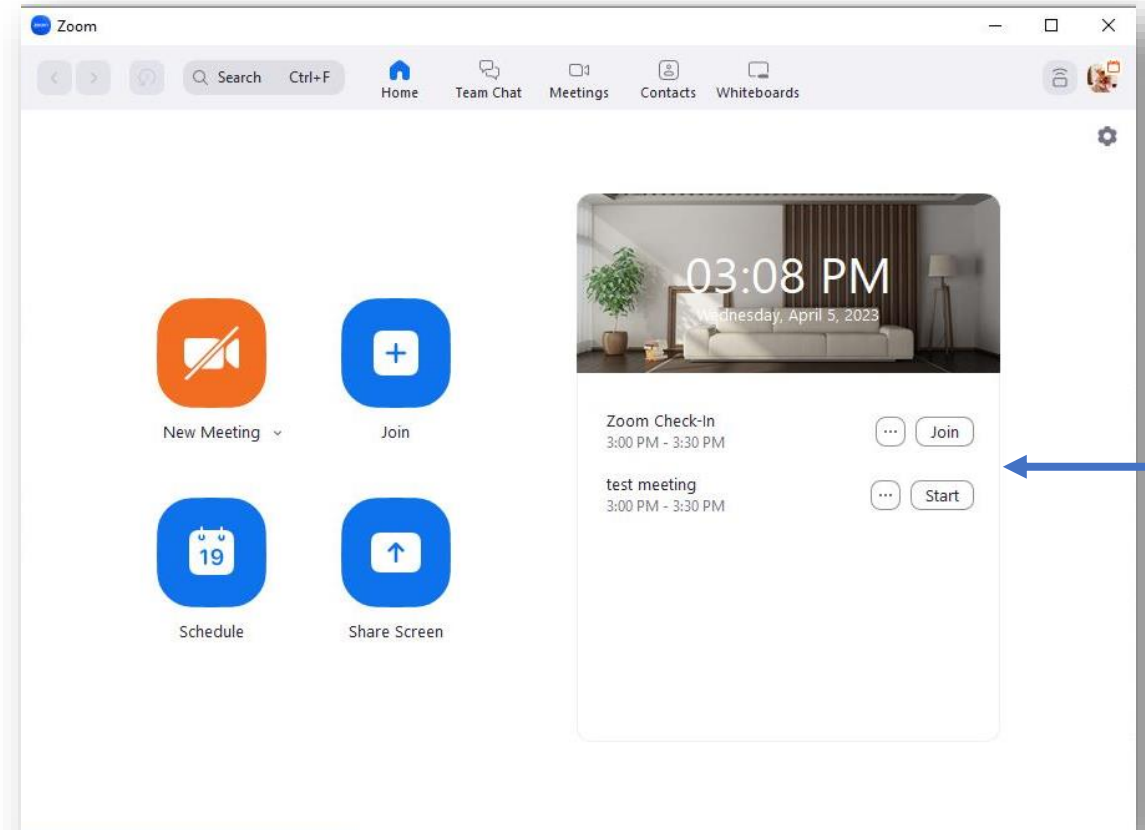
Click **Accept**



ZOOM OUTLOOK CALENDAR INTEGRATION

Step 6

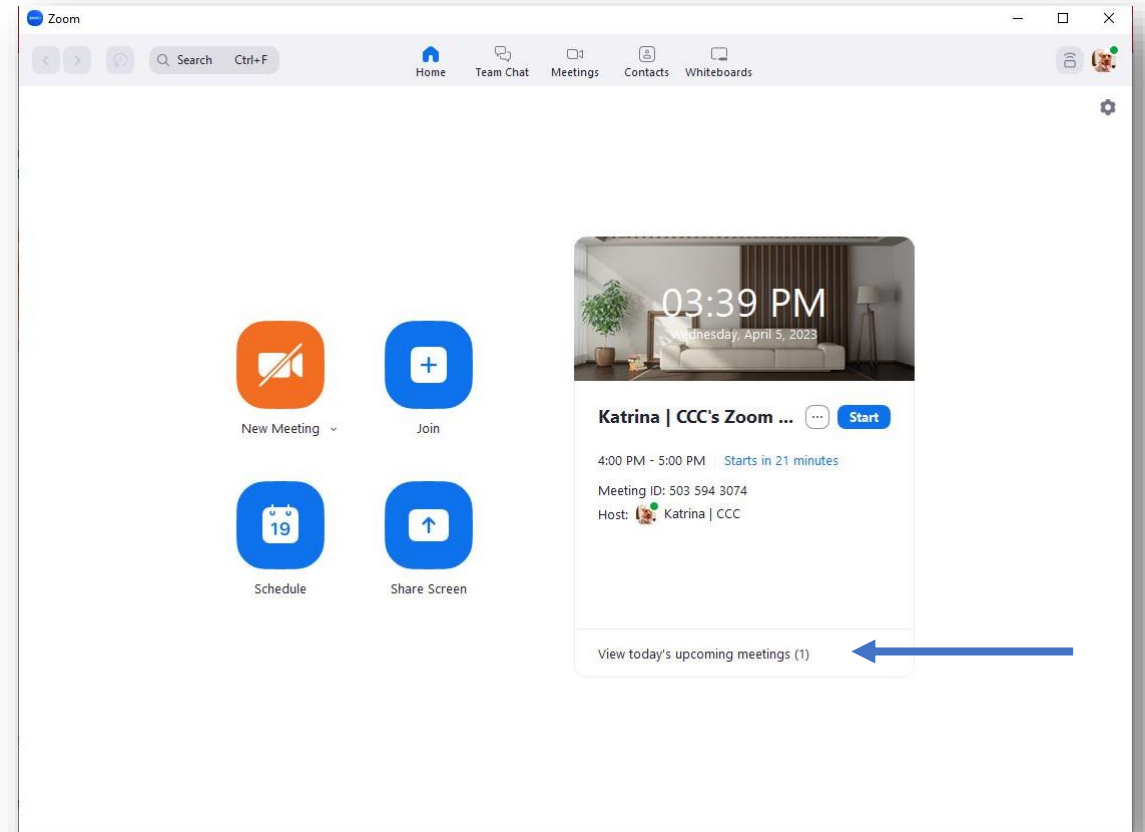
Open the Zoom dashboard to **view your daily upcoming Zoom meetings.**



ZOOM OUTLOOK CALENDAR INTEGRATION

Step 7

Open the Zoom dashboard to **view today's upcoming meetings.**



ZOOM OUTLOOK CALENDAR INTEGRATION

Step 8

Open the Zoom dashboard to **view**
your daily Zoom meetings.

