

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.



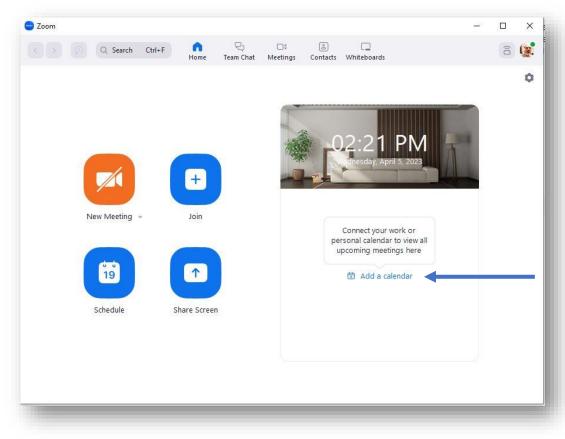
In this guide, you will learn the steps to add (link) your Outlook calendar to your Zoom dashboard.

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

Step 1

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

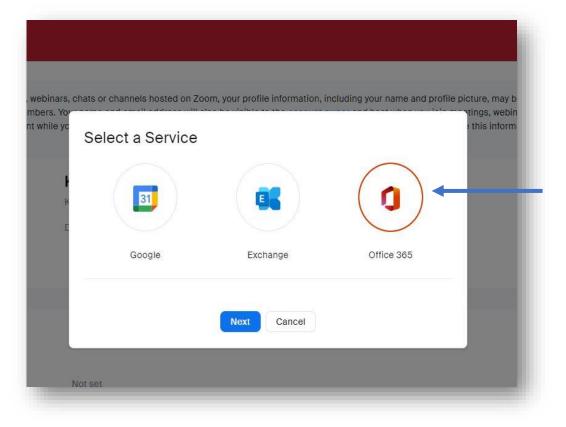




Step 2

From Select a Service - Select Office 365





Step 3

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



	icrosoft an account	
à	Katrina Boone katrina.boone@clackamas.edu Signed in	:
+	Use another account	

Step 4

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



ONLINE LEARNING AND EDUCATIONAL TECHNOLOGY

	ndar Service		
C Office	365		
Connec	t your shared Offi	ce 365 resource calen	dars
🕝 Authorize with (DAuth 2.0 🗹		
Authorize with C Choose your perm		Rem	ove checks
-		Rem Read	ove checks

Step 5



Click Accept

Peri	nissions	s requested	d l		
Zoom Zoom	Video Comm	nunications, Inc.	0		
This a	p would like	e to:			
\vee M	aintain access t	to data you have gi	ven it access to		
\sim Re	ad your calend	dars			
V Re	ad your contac	cts			
\vee Vi	ew your basic p	orofile			
your da stateme for you	a as specified in nt. The publish to review. You	n their terms of servic	links to their terms		
Does th	s app look susp	oicious? Report it here			
		Cancel	Accept	←	

Step 6

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



EDUCATIONAL TECHNOLOGY

Zoom									×
> Q Search Ctrl+F	Home	ନ୍ଦ୍ର Team Chat	□1 Meetings	ے Contacts	Uhiteboards			Î	(? ²
									٥
New Meeting ~	+ Join			om Check- 0 PM - 3:30		il 5, 2023	Join		
				at meeting	PIVI		Start		
Îġ			3:0	0 PM - 3:30	PM		start		
Schedule	Share Screen								

Step 7

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



ONLINE LEARNING AND EDUCATIONAL TECHNOLOGY

😑 Zoom						-		×
Q Search	Ctrl+F Anne	୍ଦ୍ର Team Chat	Da 💧 Meetings Contacts	Whiteboards			(10)	(2.
	New Meeting ~ Join Schedule Share Scr	een	4:00 PM - 5:0 Meeting ID: 1 Host: 👔 K	00 PM Starts in 21 minutes 503 594 3074 atrina CCC	Start			٥
			View today's	upcoming meetings (1)	+			

Step 8

Open the Zoom dashboard to view your daily Zoom meetings.



ONLINE LEARNING AND EDUCATIONAL TECHNOLOGY

Zoom	-	
< >	Home Team Chat Meetings Contacts Whiteboards	6
C Upcoming Recorded +		
Meeting ID: 503 594 6700	Katrina CCC's Zoom Meeting	
test meeting	Hour W Stor W Storts in 20 minutes	
3:00 PM-3:30 PM	Host: 🕼 Katrina CCC	
Meeting ID: 503 594 3074		
	Meeting ID: 503 594 3074	
Katrina CCC's Zoom Meeting		
4:00 PM-5:00 PM	Start Copy Invitation 🖌 Edit 🗙 Delete Join from a Room)
Host: Katrina CCC		(
Meeting ID: 503 594 3074	Show Meeting Invitation	
My Mosting		
My Meeting 4:30 PM-5:30 PM		
Host: Katrina CCC		
Meeting ID: 503 594 3074		
Tomorrow		
Katrina CCC's Zoom Meeting		
8:00 AM-9:00 AM		
Host: Katrina CCC		
Meeting ID: 503 594 3074		
Recurring meeting		
Monthly AD Huddle		
Host: Katrina CCC		