

How To Set Up Calendar And Contacts Integration

1. Sign into 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. Change the [permissions for the service](#).
6. Click **Next**.
7. 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.
 - Configure the [type of Office 365 service](#).

Note: If you have [schedule privilege](#) for another user on your account, you will automatically see their scheduled meetings on your list of upcoming meetings and does not require the calendar integration to function. These meetings will be distinguished from your meetings by listing a different host under the meeting details. They can also be filtered out by selecting **Me** from the **Meetings hosted by** option at the top of the list of upcoming meetings.

When you assign [scheduling privileges](#) to other users in the Zoom web portal, you can choose if these users can [manage your meetings that are marked as private](#) in Outlook or Google Calendar. If the users cannot manage private events, they cannot see the invite link, meeting topic, or attendee list.

How To Use The Calendar Integration

After initially configuring the calendar integration, you will need to sign out of the desktop application and sign in again.

Sign into the Zoom desktop application and follow one of these options:

- **Schedule a meeting:** Follow the instructions to [schedule a meeting](#). In the **Calendar** section, make sure to select the calendar service you set up integration with. Zoom will sync the meeting to your calendar service.
- **Editing a meeting:** In the **Meetings** tab, select a meeting then click **Edit**. In the **Calendar** section, make sure to select the calendar service you set up integration with. Click **Save**. Zoom will open the edited event in your third-party calendar service. Click **Save** to confirm the changes.
Note: Editing the meeting's scheduled time will not sync to the same event in your third-party calendar service. Instead, it will create a separate event with the new scheduled time. To change a meeting's scheduled time, edit the meeting from your third-party calendar service.
- **Deleting a meeting:** In the **Meetings** tab, select a meeting then click **Delete**. Zoom will also delete the meeting from your third-party calendar service.
Note: You will only see the **Delete** option for meetings originally scheduled using the Zoom desktop application.

How To Use The Contacts Integration

Contacts integration is useful if you have a Zoom Phone license. After syncing your contacts, you can:

- Access synced contacts in the Zoom desktop application (**Cloud Contacts** section in the **Contacts** tab)
- View synced contacts in the same folder structure as specified in your third-party contacts service
- [Call synced contacts using Zoom Phone](#) if they have a phone number attached to their profile
- Create a new synced contact using your [call history](#) or [voicemail inbox](#)
- Add a phone number to an existing synced contact using your [call history](#) or [voicemail inbox](#)

Note: Synced contacts are not available on the Zoom mobile app or provisioned desk phones. For the Zoom mobile app, you can [view contacts from your phone's contacts app](#) to call them using Zoom Phone.

How To Change Permissions For The Existing Calendar And Contacts Integration

1. Sign into the Zoom web portal.
2. Click [Profile](#).
3. Under **Others**, in the **Calendar and Contacts Integration** section, click **Edit**.
4. Change the permissions for the service:
 - **Calendar**
 - **Read:** Allows you to [view calendar events](#) in the Zoom desktop application.
 - **Write:** Allows you to [edit and delete events](#) from the Zoom desktop application.
 - **Contacts**
 - **Read:** Allows you to [view contacts](#) in the Zoom desktop application.
 - **Write:** Allows you to [create contacts using your call history](#) in the Zoom desktop application.
 - **Note:** Learn more about [permissions requested for calendar and contacts integration](#).
5. Click **Next** and follow the on-screen instructions to grant Zoom access to the calendar/contacts service.

How To Remove The Calendar And Contacts Integration

1. Sign into the Zoom web portal.
2. Click [Profile](#).
3. Under **Others**, in the **Calendar and Contacts Integration** section, click **Delete** next to the connected account name.
4. Confirm that you would like to delete the integration by clicking **Delete**.