



[Knowledgebase](#) > [Zoom](#) > [How to Turn on Calendar Syncing for Zoom and Outlook](#)

How to Turn on Calendar Syncing for Zoom and Outlook

Samantha Starr - 2026-05-12 - [Zoom](#)

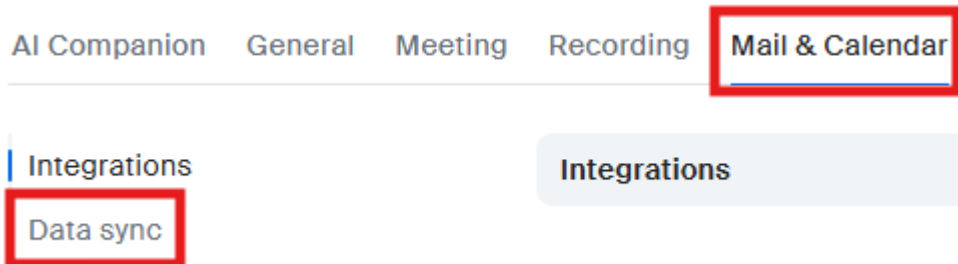
How to Turn on Bi-Directional Calendar Syncing



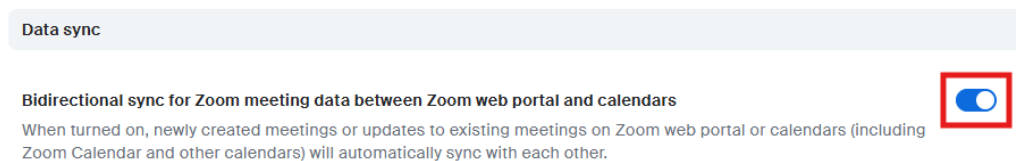
With bi-directional syncing enabled, any meeting you create or update either on Zoom or external calendars will sync across all applications, including the web portal, the Zoom Workplace app, and integrated calendars.

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. Visit <https://fau-edu.zoom.us/profile/setting>
2. Click the **Mail & Calendar** tab then **Data sync**.



3. 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.



4. If a verification dialog displays, click **Enable** or **Disable** to verify the change.

Need help? Please [click here](#) to submit a ticket to COM Helpdesk.