Sync Your Zoom and Outlook Calendars and Contacts

Samantha Starr - 2026-05-26 - Zoom

How to Sync Your Zoom and Outlook Calendars and Contacts

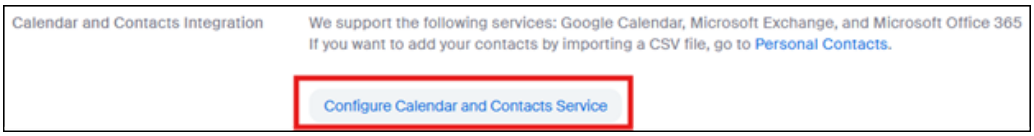
From your FAU Zoom account settings, you can set up a calendar integration so that Zoom meetings on your Outlook calendar are synced to the Zoom Workplace app. This facilitates starting, joining or managing Zoom meetings whether you prefer using Microsoft Outlook or the Zoom Workplace app.

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.

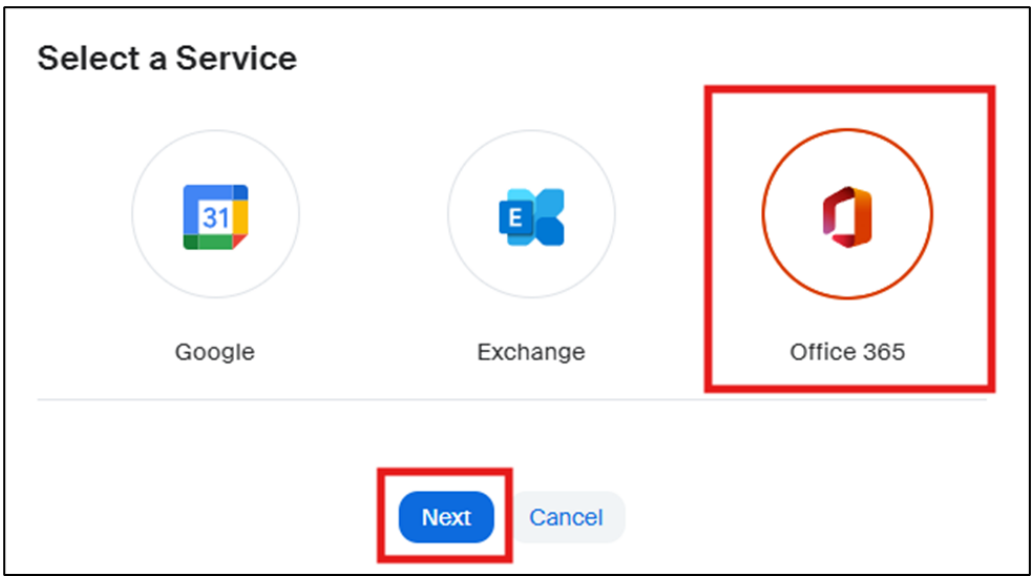
1. Visit https://fau-edu.zoom.us/profile

2. Scroll down to the bottom of the page to **“Calendar and Contacts Integration”** Section

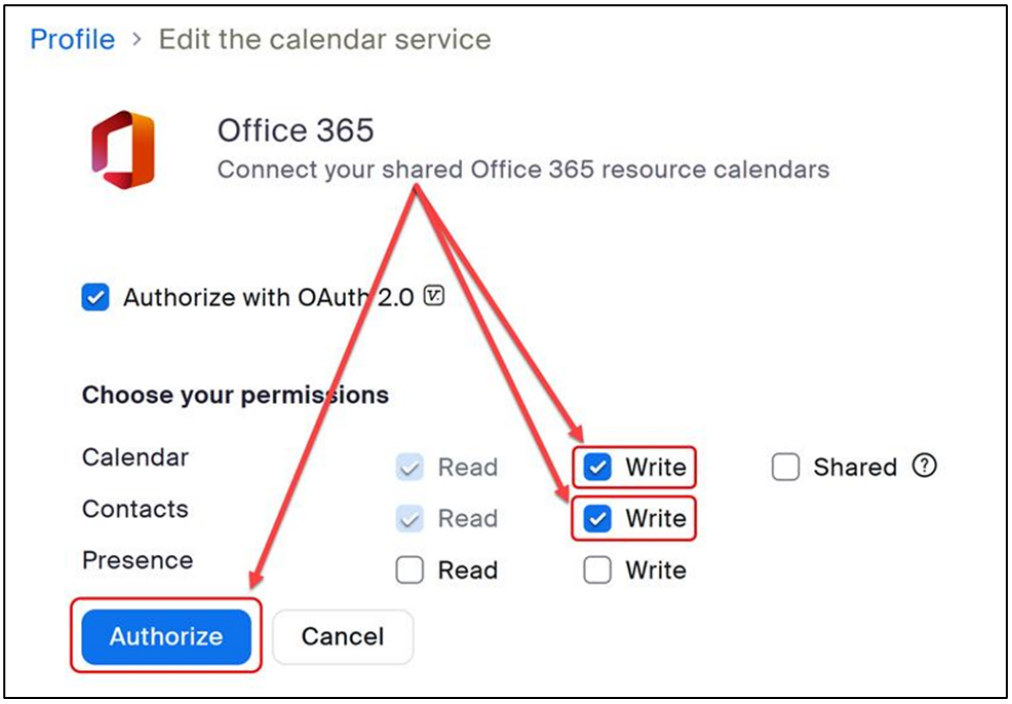
3. Click the **Configure Calendar and Contacts Service button**. If this option do not display, you may already be connected. Please see Step 8.



4. Select **Office 365** as the service then "Next."



5. Click the checkboxes as seen below to Read/Write access to Calendar and Contacts.



6. Click "Authorize."

    1. **Calendar**

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

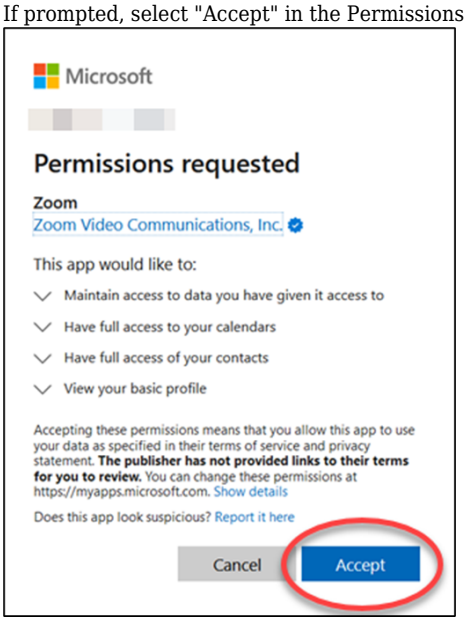
    2. **Contacts**

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

    3. **Presence**
        - **Read**: Allows Zoom to "read" your calendar. It checks your availability (like showing "In a Meeting") but cannot make changes.
        - **Write**: Allows Zoom to "write" to your calendar. This means Zoom can automatically

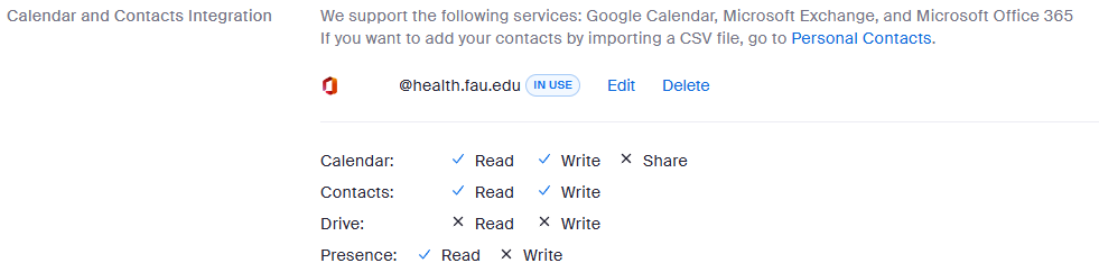
create, edit, or delete events or status statuses.

7. If prompted, select "Accept" in the Permissions requested window.



8. To sync your changes, close then reopen the Outlook and the Zoom Workplace desktop apps.

*If you your Zoom Web Portal settings under "Calendar and Contacts Integration" displays **IN USE**, then you're Zoom and Outlook are integrated properly.



Having trouble making changes? Please click here to submit a ticket to COM Helpdesk.