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Sync Your Zoom and Outlook Calendars and Contacts

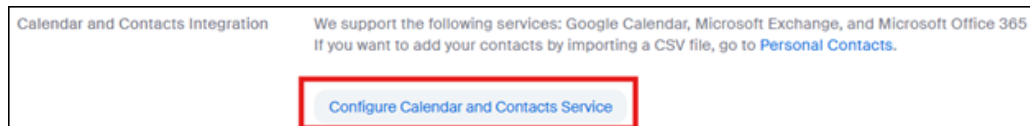
Samantha Starr - 2026-05-12 - [Zoom](#)

How to Sync Your Zoom and Outlook Calendars and Contacts

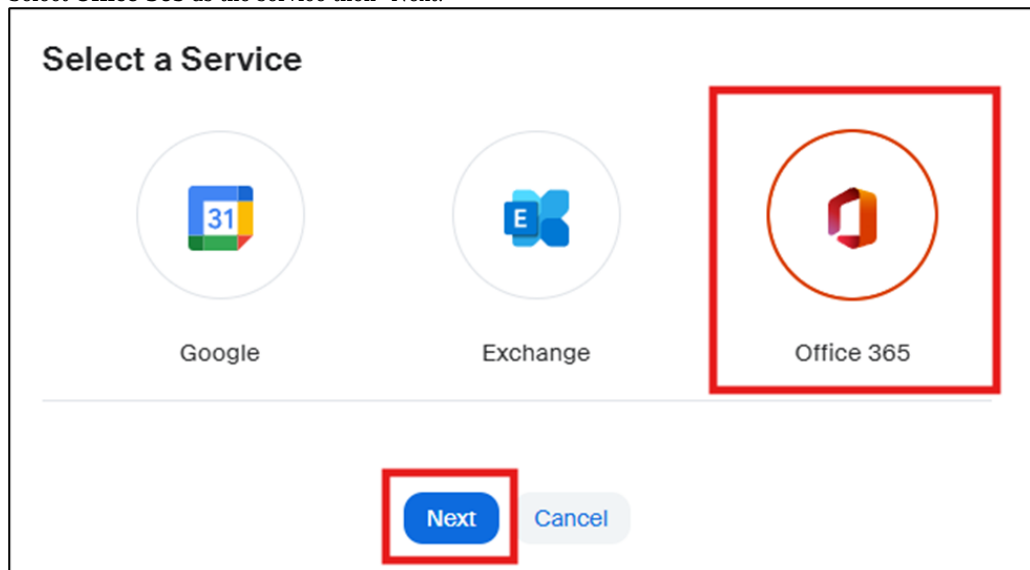
From your FAU Zoom account settings, you can set up a calendar integration so that Zoom meetings on your Outlook calendar are synced to the Zoom Workplace app. This facilitates starting, joining or managing Zoom meetings whether you prefer using Microsoft Outlook or the Zoom Workplace app.

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.

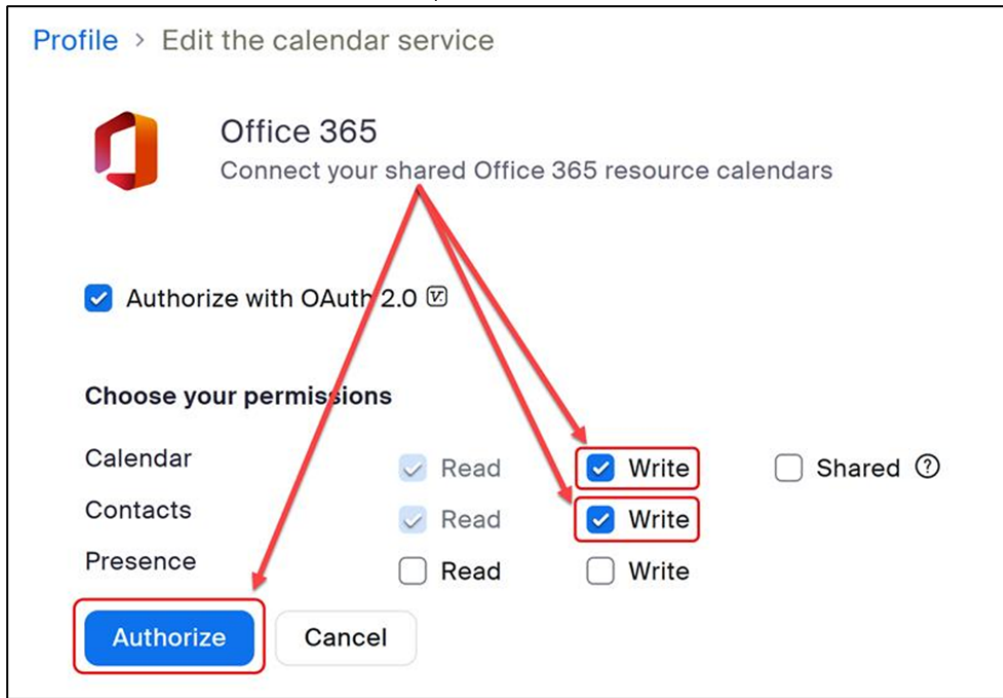
1. Visit <https://fau-edu.zoom.us/profile>
2. Scroll down to the bottom of the page to "**Calendar and Contacts Integration**" Section
3. Click the **Configure Calendar and Contacts Service** button.



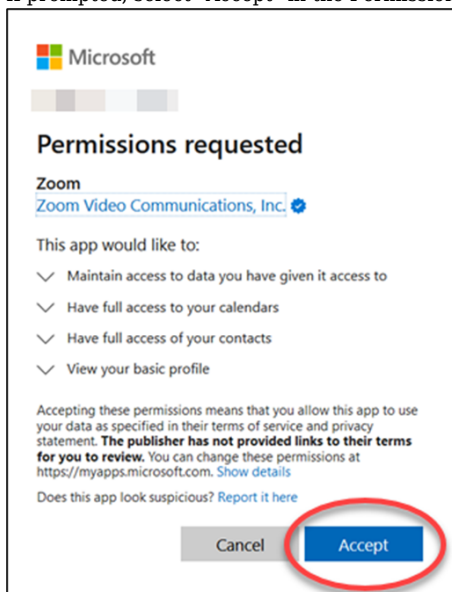
4. Select **Office 365** as the service then "Next."



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



6. Click "Authorize."
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.

Having trouble making changes? Please [click here](#) to submit a ticket to COM Helpdesk.