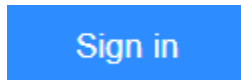# Synchronize Zoom with your Outlook calendar
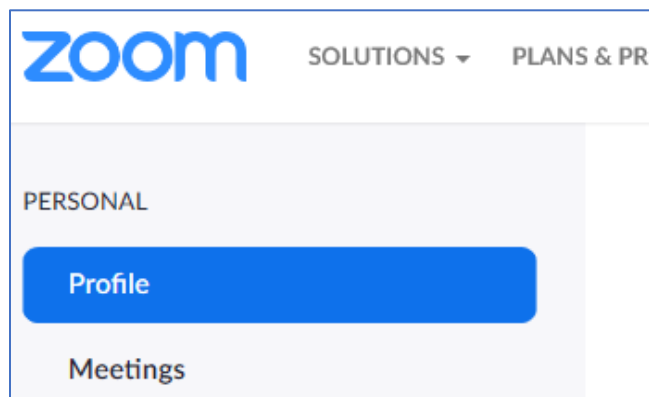
By synchronizing Zoom with your Outlook calendar, you can see all meetings on your calendar while using Zoom.

INSTRUCTIONS

1. **Go to the Zoom account website (https://dakotacountymn.zoom.us) and sign in if not already signed in.**
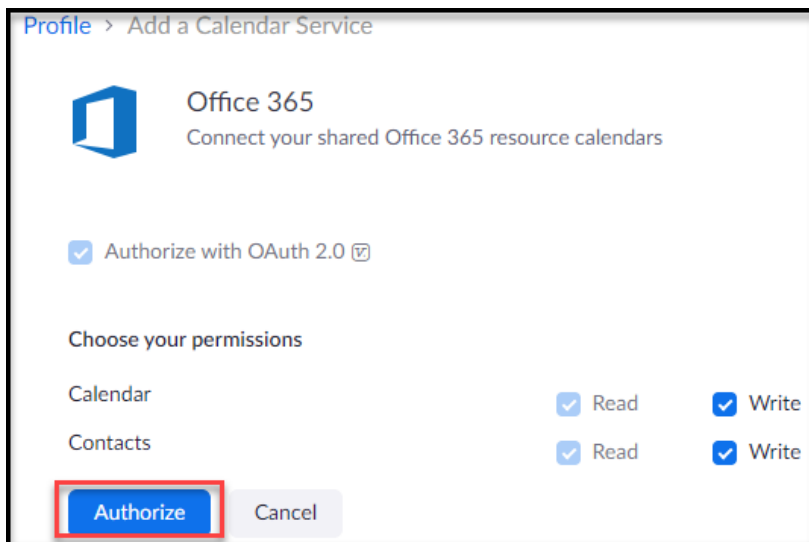

2. **Make sure that you're in the "PERSONAL / Profile" section (found on the left of the page).**
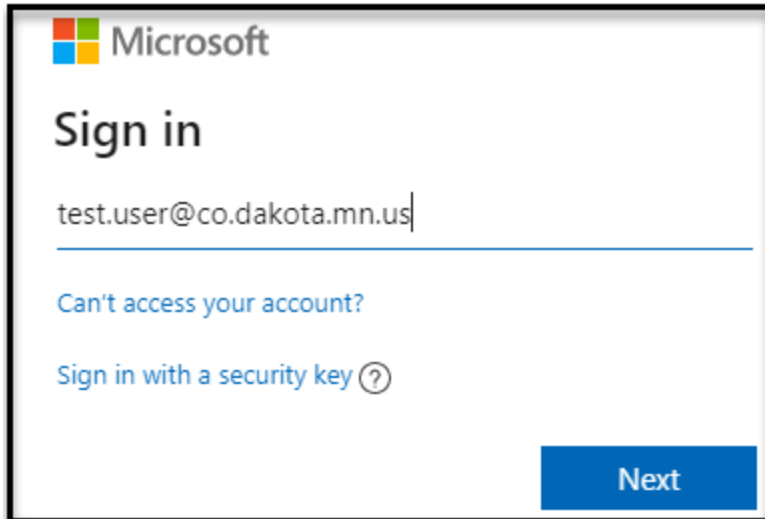

3. **Scroll down to "*Calendar and Contacts Integration*" and click "*Configure Calendar and Contacts Service*".**

4. **Under "Select a Service", click on the "*Office 365*" button and then click "Next".**
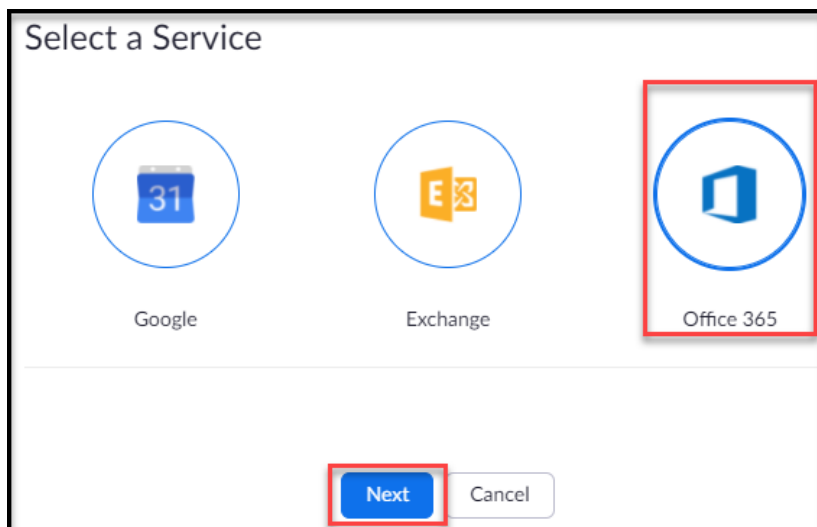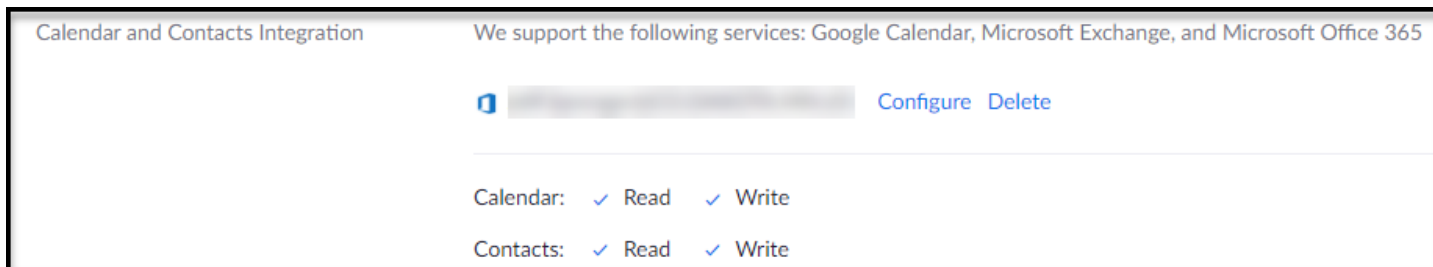
5. **Click "Authorize".**

6. **Enter or click email address and click "Next".**

7. **Enter password and accept MFA.**

   If the information is ACCEPTED your Zoom Profile web page will reappear and the "Calendar and Contacts Integration" section will look like this:

   If the information is REJECTED the error message in the Zoom window will continue to appear and you must start again with Step 1.

If you encounter any problems or related questions, feel free to contact the I.T. Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.