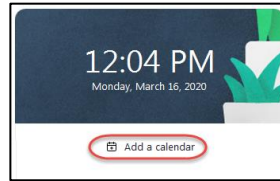


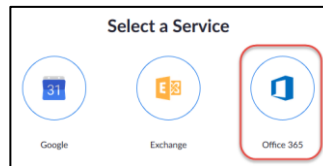
Adding your Calendar to Zoom

By adding a calendar to Zoom, you will be able to see your upcoming appointments, meetings, and Zoom sessions. Additionally, your Contacts will include the CSUB campus directory. These instructions will guide you.

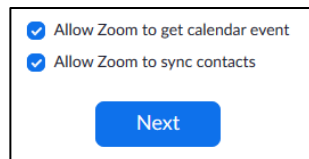
1. In the calendar area, click Add a calendar



2. On the Select a Service screen, select Office 365

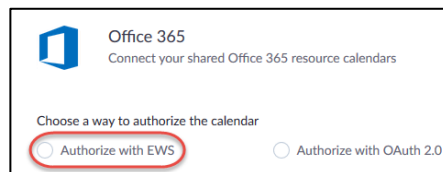


3. From the menu, click **Next**



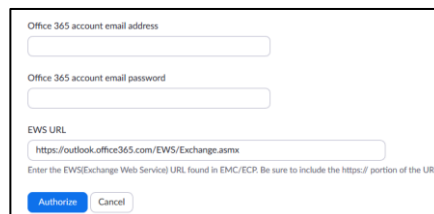
4. Your default browser will open. You will need to authenticate with your Net ID and password.

5. On the Profile > Add a Calendar Service, click Authorize with EWS



6. Credentials

- Enter your email address, i.e. gwashton@csub.edu
- Enter your password (the same one you use with your Net ID)
- Click Authorize



7. You can close the browser, if needed. Return to Zoom.

8. Your Zoom calendar will show any appointments, meetings, or Zoom sessions that are scheduled.

