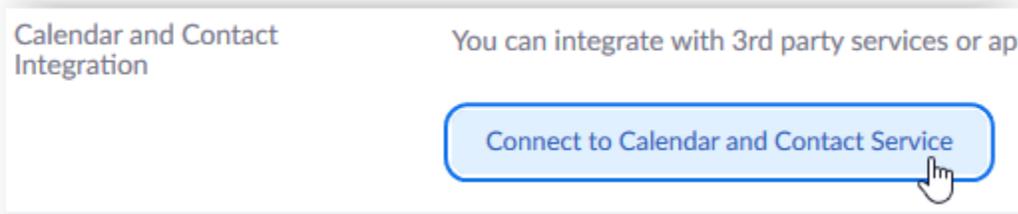


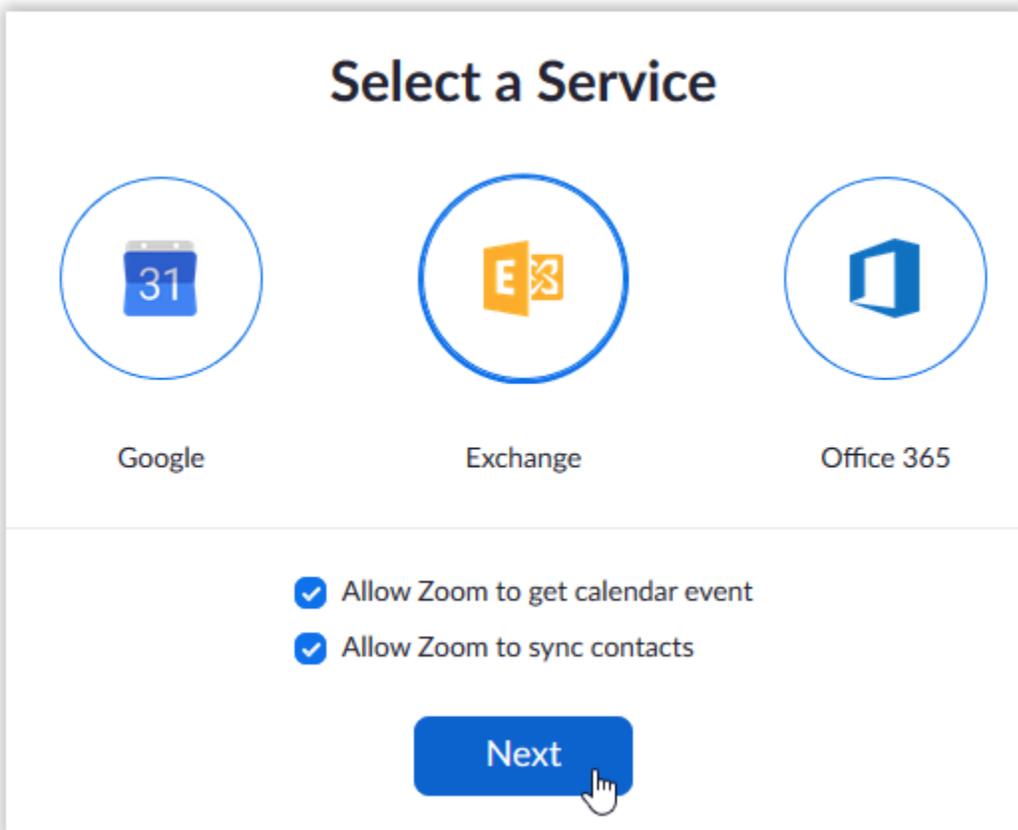
# How to sync Zoom with Exchange (Outlook) Calendar and Contacts.

See official Zoom documentation for full details: [https://support.zoom.us/hc/en-us/articles/360000488243-Desktop-Client-Calendar-and-Contacts-Integration#h\\_0ba4af9a-115f-4bd4-8066-d20e26815d61](https://support.zoom.us/hc/en-us/articles/360000488243-Desktop-Client-Calendar-and-Contacts-Integration#h_0ba4af9a-115f-4bd4-8066-d20e26815d61)

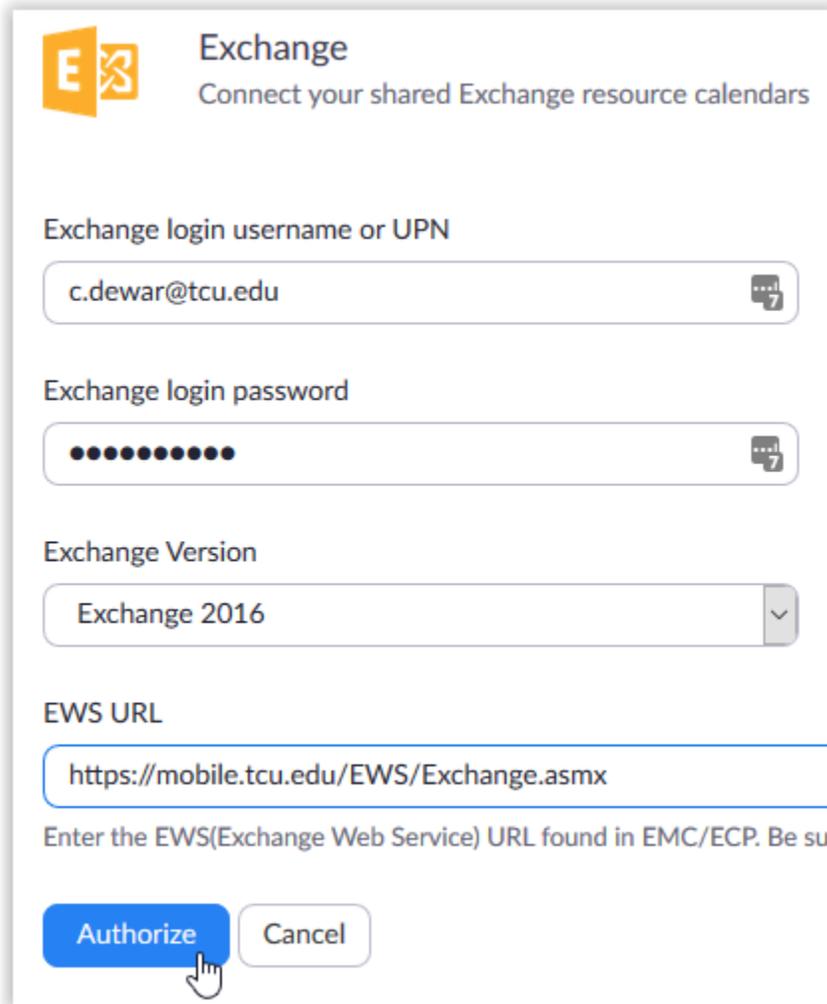
1. Go to <https://tcu.zoom.us/profile>
2. Scroll to the bottom and click on Connect to Calendar and Contact Service



3. Click on Exchange and check the boxes you wish to sync. Click Next.



4. Enter your email address and TCU password, choose Exchange 2016, enter <https://mobile.tcu.edu/EWS/Exchange.asmx>, and click Authorize.



The image shows a dialog box titled "Exchange" with the subtitle "Connect your shared Exchange resource calendars". It contains several input fields: "Exchange login username or UPN" with the value "c.dewar@tcu.edu", "Exchange login password" with masked characters, "Exchange Version" set to "Exchange 2016", and "EWS URL" with the value "https://mobile.tcu.edu/EWS/Exchange.asmx". At the bottom, there are "Authorize" and "Cancel" buttons, with a mouse cursor pointing to the "Authorize" button.

**Exchange**  
Connect your shared Exchange resource calendars

Exchange login username or UPN  
c.dewar@tcu.edu

Exchange login password  
●●●●●●●●

Exchange Version  
Exchange 2016

EWS URL  
https://mobile.tcu.edu/EWS/Exchange.asmx

Enter the EWS(Exchange Web Service) URL found in EMC/ECP. Be sur

Authorize Cancel