

Using Exchange resource calendars

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If you are using the [ScheduleOnce connector for Outlook](#) with an Exchange server, you can use the Exchange resource calendars for [resource scheduling](#). Please note that Exchange resource calendars are not yet supported with [conditional booking](#). This will be added in the coming months.

To use the Exchange resource calendars for resource scheduling:

1. Ensure that your Exchange Administrator grants you full read/write permissions to the resource calendars you need to use.
 2. Add the relevant resource calendar(s) to your Outlook Calendar.
 3. In the ScheduleOnce connector for Outlook, click the **Settings** button and [select the resource calendar\(s\) in the Calendars step](#). Complete the wizard. The connector will perform a sync with ScheduleOnce.
 4. In your ScheduleOnce account, go to **Setup -> ScheduleOnce setup -> Booking pages**. Select the Booking page that you want to use and configure the resource calendar settings in the [Associated calendars section](#).
 5. Follow the instructions in the [Resource scheduling article](#).
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