

Configuring your Office 365 Calendar when connected via EWS

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OnceHub communicates with your Office 365 Calendar using the Exchange Web Services (EWS) API, a well-established official Microsoft protocol. All credentials and data traffic are fully encrypted. [Learn more about how your sign-in credentials are stored and protected by OnceHub](#)

In this article, you'll learn how to configure your [Office 365 Calendar when connected via EWS](#).

Configuring Default Office 365 Calendar reminders

You can configure default Office 365 Calendar reminders in the connected Office 365 Calendar. To do so, sign in to your OnceHub account, open the left navigation bar and select **Profile -> Calendar connection**. Select an option from the **Default Office 365 Calendar reminders** drop-down list (Figure 1).

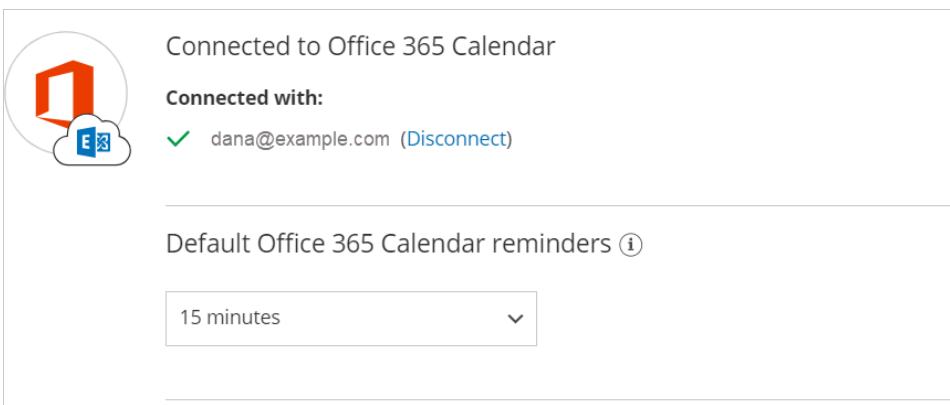


Figure 1: Default Office 365 Calendar reminders drop-down

Configuring ScheduleOnce advanced settings

ScheduleOnce allows you to cancel or reschedule bookings without leaving your personal calendar. By enabling the **ScheduleOnce advanced integration settings** (Figure 2), changes made in your connected calendar are reflected in ScheduleOnce. [Learn more about canceling or rescheduling in Office 365 Calendar](#)

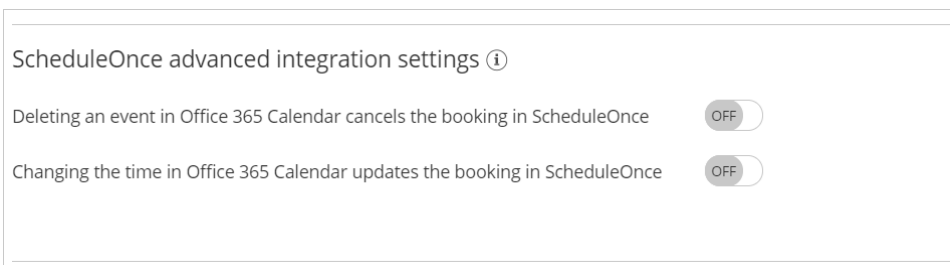


Figure 2: ScheduleOnce advanced integration settings