OnceHub Support

Configuring your Office 365 Calendar when connected via OAuth 2.0

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When you connect to your Office 365 Calendar with an encrypted OAuth 2.0 connection, your sign-in credentials are never revealed during the connection process and are never stored by OnceHub. Instead, a token generated by Microsoft is used to communicate with the Office 365 API.

In this article, you'll learn about how to configure your Office 365 Calendar with OAuth 2.0 connection.

In this article:

- Configuring Default Office 365 Calendar reminders
- Configuring your associated calendars in ScheduleOnce

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 sidebar and select **Profile -> Calendar connection**. Select an option from the **Default Office 365 Calendar reminders** drop-down list (Figure 1).
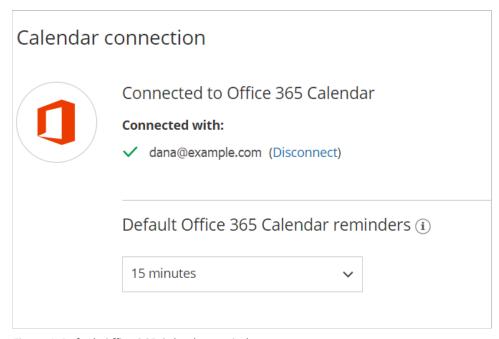

Figure 1: Default Office 365 Calendar reminders

Configuring your associated calendars in ScheduleOnce

You can configure which calendars ScheduleOnce should create appointments in. To do this, just follow these steps:

1. Go to **Setup -> ScheduleOnce setup ->** relevant Booking page **-> Associated calendars**.

2. A list of your Office 365 Calendars will appear, with your default calendar marked as the **Main booking calendar**.

3. You can change this by checking the box for another calendar in the **Main booking calendar** column.

> ⓘ **Note:**
>
> The connection to Office 365 via OAuth 2.0 can only retrieve calendars under your ownership or that were expressly shared with you.
>
> Resource calendars are not supported. If you need to use resource calendars, see our Office 365 Calendar via EWS integration.

4. Select any other calendar you want to retrieve busy time from or that you'd like to add ScheduleOnce bookings to.

5. Click **Save**.

Your ScheduleOnce Booking page is now integrated with your Office 365 Calendar. Learn more about configuring your calendar settings

The last thing to do is to test that ScheduleOnce bookings appear in your Office 365 Calendar. Click your Booking page link in your Booking page Overview section and schedule an appointment with yourself. You should use a different email than the one you used to sign up.

Once the booking has been made, check your Office 365 Calendar to make sure a calendar event has been created for the meeting with the relevant alert.