

# Configuring your Exchange/Outlook Calendar connection

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OnceHub communicates with your Exchange/Outlook 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 [Exchange/Outlook Calendar connection](#).

## Configuring Default Exchange/Outlook Calendar reminders

You can configure Default Exchange/Outlook Calendar reminders in the connected Exchange/Outlook Calendar. To do so, select an option from the **Default Exchange/Outlook Calendar reminders** drop-down list (Figure 1).

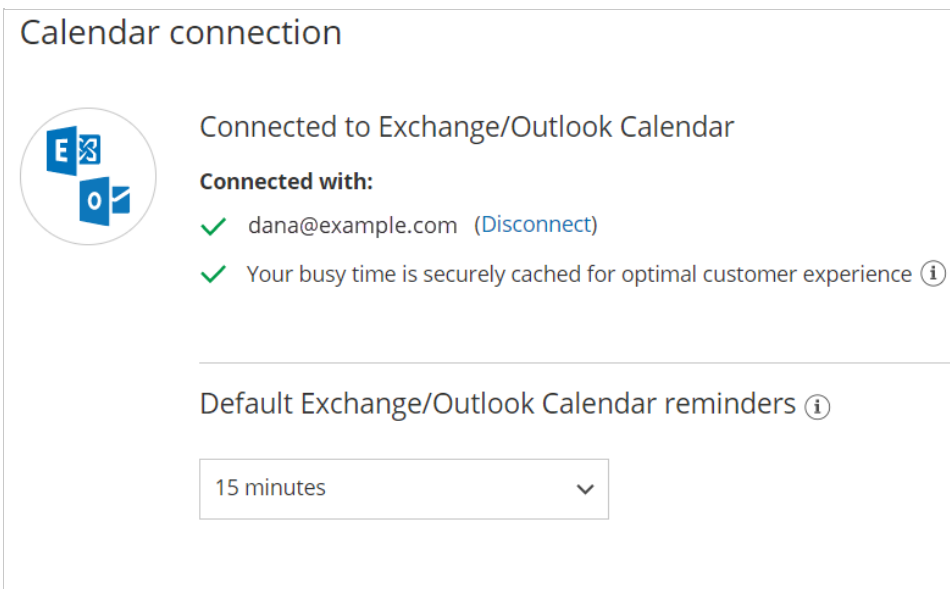


Figure 1: Default Exchange/Outlook Calendar reminders

## Configuring ScheduleOnce advanced integration 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 Exchange/Outlook Calendar](#)

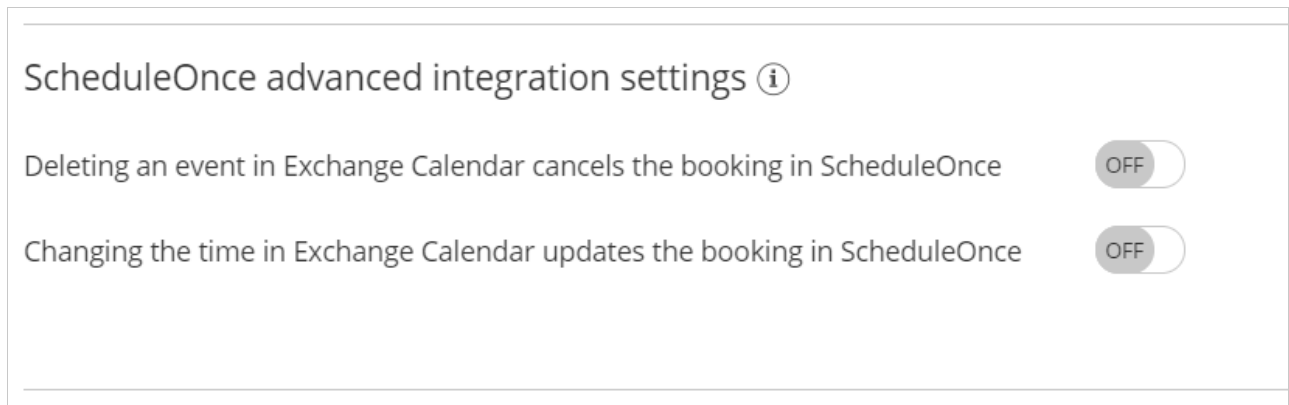


Figure 2: ScheduleOnce advanced integration settings