

Configure your Microsoft 365 (Office 365) Calendar

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In order to make the best use of our integration with Microsoft 365 Calendar, you may need to adjust some of the default settings. This article explains how to go about configuring these settings.

If you want to learn how to connect your Microsoft 365 Calendar, learn more here.

Configuring Default Microsoft 365 Calendar reminders

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

Calendar o	connection
	Connected to Office 365 Calendar Connected with: Anna@fruitsbunch.com (Disconnect) Tou can use Microsoft Teams for virtual meetings. Learn more
Default Office	Default Office 365 Calendar reminders 🧃
	15 minutes 🗸

Figure 1: Adjusting default Microsoft 365 settings

Delegation setup: Microsoft 365 or Outlook Web App (OWA)

This is a step-by-step guide to set up delegation in your Microsoft 365 or Outlook Web App (OWA) as part of a corporate connection to Exchange. Follow these steps **only when instructed** to do so by your Exchange administrator, because they need to make some organization-level changes before you begin to delegate.

Delegation means that you permit a dedicated Exchange mailbox to create and manage events on your behalf. You must delegate if your organization is using Exchange integration in Delegation mode. If you are using Outlook client, see Outlook client delegation guide instead.

- 1. Sign in to your Microsoft 365 account and navigate to your calendar.
- 2. Select your main calendar in the list on the left and click Share button at the top (Figure 1).

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🔎 Search Calendar				1 🕀	New Y	🗄 Add ca	alendar 🗸	Q 9	Share	🖶 Prir	ıt			
< November 2016 >			<	> Nov	ember 2	20–26, 2	016	Share	[
S	М	Т	W	Т	F	S		21 Mond	ау			22 1	uesday	<u>~</u>
30	31	1	2	3	4	5								
6	7	8	9	10	11	12								
13	14	15	16	17	18	19	9a							
20	21	22	23	24	25	26								
27	28	29	30	1	2	3	10a							
^	Yo	ur c	alen	ndar	S	Î	11a							
	0		Caler	ndar			12p							
	G		Unite	ed St	ates	holi	1р							
			Birth	days										

Figure 1: Select your main calendar

3. Search for the OnceHub dedicated mailbox, created by your administrator (Figure 2).

	X Discard	
Share with:		
OnceHub		
٩	Search Directory	
Calendar:		

Figure 2: Search Directory

4. Select Delegate in the drop-down list and click Send button at the top (Figure 3).

Support

Delegates will receive copies of all your invitations.		
Share with:		
S OnceHub OnceHub@example.com	Delegate	÷ >
Let delegate view private events		
Subject:		
I'd like to share my calendar with you		
Calendar:		
Calendar 🗸		

Figure 3: Select Delegate

That's it - you are done! Your calendar is delegated to the dedicated Exchange mailbox, and connected to OnceHub.

How can I set the "From" address for delegate meeting invitations?

To set the "From" address for delegate Exchange folders, an Exchange administrator can set "Send on Behalf" and "Send As" permissions for a delegated Exchange mailbox.

- Send on Behalf allows the delegate to select the delegator's account in the From field. The recipient of the
 meeting invitation will see the following in the From field: "From: Mailbox <delegate's address> on behalf of
 Mailbox <your address>". "Send on Behalf" permissions can also be set by a delegator in Outlook by selecting
 File->Info->Account Settings-> Delegate Access-> and select the delegate and set all Folders to None.
- Send As allows the delegate to send invitations that appear to come from the delegator.

Delegation setup: Outlook Client

This is a User step by step guide to set up delegation in Outlook client on your PC as part of a corporate connection to Exchange. Follow these steps only when instructed to do so by your Exchange administrator, because they need to make some organization level setting before you begin to delegate.

Delegation means that you permit a dedicated Exchange mailbox to create and manage events on your behalf. You must delegate if your organization is using Exchange integration in Delegation mode. If you are using Office 365 or Outlook Web App (OWA) in your web browser, see the Office 365 delegation guide below instead.

- 1. Open Outlook on your PC.
- 2. Click **File** → **Account Settings** → **Delegate Access** (Figure 1).

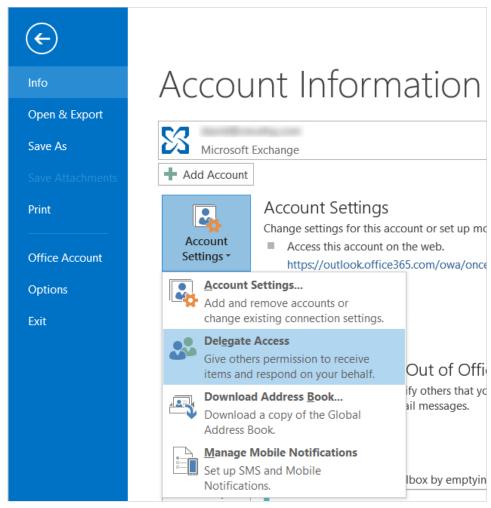


Figure 1: Delegate access

3. In the **Delegates** window click the **Add** button (Figure 2).

Dele	gates	×
3	Delegates can send items on your behalf, including cre responding to meeting requests. If you want to grant for without giving send-on-behalf-of permissions, close thi right-click the folder, click Change Sharing Permissions, the options on the Permissions tab.	older permissions is dialog box,
		A <u>d</u> d
		<u>R</u> emove
		<u>P</u> ermissions
		Propert <u>i</u> es
	Deliver meeting requests addressed to me and respon requests where I am the organizer to:	ses to meeting
	My delegates only, but <u>send</u> a copy of meeting req responses to me (recommended)	uests and
	O My d <u>e</u> legates only	
	⊖ My delegates a <u>n</u> d me	
	OK	Cancel

Figure 2: Add a delegate

4. In the **Add Users** window select the dedicated mailbox, OnceHub in this example (Figure 3). Click the **Add** button at the bottom and click OK. If OnceHub mailbox is not present, ask your Exchange administrator to create it first.

Add Use	ers						\times
Search:	<u>N</u> ame only	OMo <u>r</u> e columns	A <u>d</u> dress	Book			
		<u>G</u> o	Global A	ddress List - jsn	nith@example.com	→ Ad <u>v</u> ance	d Find
Name		Title	E	Business Phone	Location	Departmen	t E-
Sec. Onc	eHub						^
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-2-2							
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Add	-> OnceHu	ıb					
Add							
					Ok	C Car	ncel

Figure 3: Add Users window

5. In the **Delegate Permissions** window (Figure 4), set the Calendar to Editor permissions. Check the "Delegate receives copies of meeting-related messages sent to me". Then click **OK**.

Delegate Permiss	sions: OnceHub	×
This delegate has	the following permissions	
<u>C</u> alendar	Editor (can read, create, and modify items)	\sim
<mark> </mark>	te receives copies of meeting-related message	es sent to me
Tasks	None	\sim
Inbox	None	\sim
La≡ Contacts	None	\sim
Notes	None	\sim
	nd a message to delegate summarizing these e my <u>p</u> rivate items	permissions
	OK Cancel	

Figure 4: Delegate Permissions window

6. In the **Delegates** window (Figure 5), select the last option "My delegates and me" and click **OK**.

Deleg	gates	×				
2	Delegates can send items on your behalf, including creating and responding to meeting requests. If you want to grant folder permissions without giving send-on-behalf-of permissions, close this dialog box, right-click the folder, click Change Sharing Permissions, and then change the options on the Permissions tab.					
	OnceHub	A <u>d</u> d				
		<u>R</u> emove				
		<u>P</u> ermissions				
		Propert <u>i</u> es				
	Deliver meeting requests addressed to me and responses to meeting requests where I am the organizer to:					
	My delegates only, but send a copy of meeting requests and responses to me (recommended)					
	⊖ My d <u>e</u> legates only					
	My delegates and me					
	ОК	Cancel				

Figure 5: Delegates window with a new User added

That's it - you're done! Your calendar is delegated to the dedicated Exchange mailbox and connected to OnceHub.

Manage delegation permissions

If you need to modify your delegation permissions, right-click your calendar and select Permissions (Figure 4).

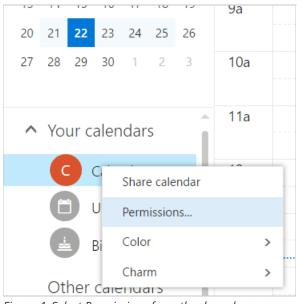


Figure 4: Select Permissions from the drop-down menu

In the Permissions window, you can modify permissions levels and remove users (Figure 5). Remember to click **Save** when done.

	Save X Discard	
	Calendar	
4	Delegates	
	Send invitations and responses to:	Both my delegate and me 🔹
	People inside your organization	
a	S OnceHub OnceHub@example.com	Delegate 💌 🗙
Cl	Let delegate view private events	
an C	People outside your organization	
	Public calendar	Not shared 💌

Figure 5: Modify permissions or remove users

When are Microsoft 365 events treated as busy in OnceHub?

Microsoft 365 has a number of different availability configurations. This setting can be found by editing an individual event, in the "Show as" field (Figure 1).

nd Tue 10/6/2015	▼ 2:15 PM ▼
eminder	Show as
15 minutes	▼ Free ▼
Add an email reminder	Free
Purple category	Working elsewhere
	Tentative
🛋 🙂 🛛 B I 🗓 Aa	A‡ 🎽 🗸 Busy
	Away

Figure 1: The "Show as" field

- 1. **Free:** OnceHub will not read this time as busy. This is useful when you want to indicate specific events on your calendar without having those events block your availability.
- 2. Working elsewhere: OnceHub reads this time as busy and blocks availability.
- 3. Tentative: OnceHub reads this time as busy and blocks availability.
- 4. **Busy:** OnceHub reads this time as busy and blocks availability.
- 5. Away: OnceHub reads this time as busy and blocks availability.

All-day events in Microsoft 365 Calendar are set to Free by default. Regular events are set to Busy by default. Learn more about Microsoft 365 Calendar with OnceHub