

Connect OnceHub to Your Microsoft Office 365

Connecting OnceHub to your **Microsoft Office 365** account allows you to integrate with your Microsoft suite to effortlessly sync your calendar, send email notifications, and schedule video meetings.

Why Connect to Microsoft Office 365?

Connecting your Microsoft Office 365 account gives you access to important features that improve how you manage your schedule and notifications:

- **Microsoft 365 Calendar integration:** Automatically sync your booking events with your Microsoft 365 Calendar, ensuring your availability is always up-to-date.
- **Outlook connectivity:** Send booking notifications directly from your Outlook email address, providing a consistent and professional communication experience (this feature is optional).
- **Microsoft Teams integration:** Connect Microsoft Teams to OnceHub to easily schedule video meetings.

How to Connect to Your Microsoft Office 365

Follow these steps to connect your Microsoft Office 365 account:

Navigating to User Integrations

1. Click on your profile picture in the top right-hand corner.
2. Select **User Integrations**.

Connecting to Your Microsoft Office 365

1. Click on the **Microsoft 365** tile.
2. Click on **Connect**.
3. Follow the instructions in the pop-up, to allow OnceHub to connect to your Microsoft Office 365 account.

When connecting to your Microsoft Office 365 account, you might see an alert about the browser's pop-up blocker blocking the connection window.

There are two possible ways in which this can be fixed:

- Create an exception for <https://app.oncehub.com/>. This will whitelist OnceHub with your browser and pop-ups from OnceHub will not be blocked.
- You can disable the pop-up blocker entirely.

The following links provide step-by-step instructions for each browser type:

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Safari](#)



NOTE: If you do not see the option to connect this integration, it may be restricted by your Account Owner. Please contact your Administrator for more information.
