Configure your Microsoft 365 (Office 365) Calendar

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, click on your profile picture in the top-right→ **User Integrations** → click on your calendar integration. Select an option from the **Default Microsoft 365 Calendar reminders** drop-down list.

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.
3. Search for the OnceHub dedicated mailbox, created by your administrator.
4. Select Delegate in the drop-down list and click Send button at the top.

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**.
3. In the **Delegates** window click the **Add** button.
4. In the **Add Users** window select the dedicated mailbox, OnceHub in this example. Click the **Add** button at the bottom and click OK. If OnceHub mailbox is not present, ask your Exchange administrator to create it first.
5. In the **Delegate Permissions** window, set the Calendar to Editor permissions. Check the "Delegate receives copies of meeting-related messages sent to me". Then click **OK**.
6. In the **Delegates** window, select the last option "My delegates and me" and click **OK**.

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.

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

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.

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