

Connect OnceHub to your Exchange/Outlook Calendar

Connecting OnceHub to your Exchange/Outlook Calendar ensures a real-time integration between your calendar and OnceHub.

How to Connect Your Exchange/Outlook Calendar

Follow these steps to connect your Exchange/Outlook Calendar account:

Navigating to User Integrations

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

Connecting Your Microsoft Exchange Calendar

1. Click on the **Microsoft Exchange Calendar** tile.
2. Click on **Connect**.
3. Follow the instructions in the pop-up, to allow OnceHub to connect to your Exchange/Outlook Calendar.

When connecting to your Microsoft Exchange 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](#)

Connecting Using Advanced Settings

If your email and password alone do not successfully connect your Exchange calendar, the issue may be due to your Exchange server's unique configuration.

Follow these steps to provide the additional details needed for a successful connection:

Entering EWS URL

1. Expand **Advanced Settings** in the connection pop-up.

2. Enter your **EWS URL**.

Note: If you do not know your EWS URL, please refer to our [How to Determine the EWS URL article](#).

Entering your User name

Next, you'll need to complete the User name field. Depending on your Exchange server's configuration, use one of the following options:

- **Leave Blank:** This field is often optional for many Exchange servers; therefore, leaving it blank may work.
- **Enter Your Email Address:** Some Exchange servers accept your email address as the username.
- **Enter Your Full Domain\UserName:** If the above options do not work, try using your domain credentials in the following format: domain\username.

Confirming the Connection

1. Click on Connect once all the details are entered.

Note: If you are unable to connect, we recommend reaching out to your IT team for assistance.
