# Bulk Calendar Connect Setup

IT ADMIN Help Document - For MS Exchange and Office 365

The purpose of this document is to help you understand the configuration necessary to enable your organization to optimize your interview scheduling by syncing your MS Exchange and Office 365 based calendars. The ClearCompany platform partners with Cronofy to provide industry leading calendar functionality. This is what the solution looks like.
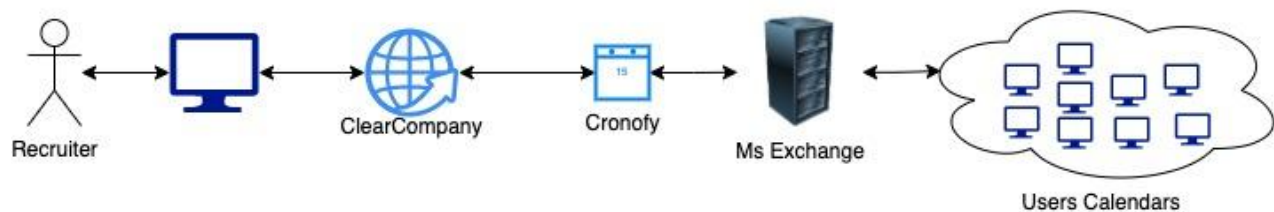
Setup

1. **For MS Exchange or Office 365 Users Only:** Create a service account in your environment that has impersonation access to users' calendars you wish to sync. See references for Service Account and other configuration options.
   a. This account must be assigned to a mailbox.
   b. This account must be on the same domain as the user's email addresses you wish to sync.
   c. Test the configuration. How to Test your configuration?
2. Configure ClearCompany calendar integration.
   a. Navigate to the Tools > Setup > Calendars
   b. Click through the setup instructions.
   c. Here are the fields that should be ready when starting configuration.

References

	Description	Helpful Links
Setup Service Account	This is the account that will be the basis for connecting to Cronofy and allowing Cronofy to sync calendars to your ClearCompany platform. *Notes:* 1. Domain for service account must match the domain on the users email 2. Be sure to allow these fixed IPs access so that communication is not interrupted.	Service Account Setup Instructions Fixed IP Access
Setup Impersonation	Impersonation is a key part of the security model. Make sure that the service account has impersonation enabled and is setup for all users who's calendars are to be integrated. Authentication happens on the service accounts, then the application uses impersonation to authenticate to sync calendars.	Impersonation Setup Domain Group Setup

How to Test your configuration?

Testing is always critical. Once you have your environment setup, test it. There are some tools to help you setup and confirm your testing.
https://docs.cronofy.com/calendar-admins/enterprise-connect-office365-exchange/testing-configuration/
It is best to test the configuration with someone's account who is not an IT Administrator.