

## LinkedIn Talent Hub - Microsoft Office Integration Guide

*Follow the steps below to enable the Interview Scheduling feature within your Talent Hub account. For more detailed information on technical integrations or security, please ask your LinkedIn contact for a copy of the Talent Hub Security & Privacy Documents.*

This integration is compatible with:

- Exchange Online (Office 365)
- Exchange on-premises accounts set in a hybrid deployment (Requires Exchange 2016 CU3 with Microsoft Graph or later)

### About this Guide: Key Stakeholders

- [Steps 1-3](#) should be completed by **IT or a designated systems administrator** from your organization.
- [Steps 4-7](#) should be completed by the **main admin user/point of contact for the Talent Hub implementation** at your company.
- [Steps 8-9](#) should be completed by **all users who will be managing candidate communications or scheduling interviews in Talent Hub**.

**Steps 1-3 should be completed by IT or a designated systems administrator from your organization.**

### Step 1 - Create a new email account (AKA service account)

Create a **new user account** through your email provider. Within your email provider, the user needs to have a license and it needs to be able to create and manage events. The new user cannot be a group account.

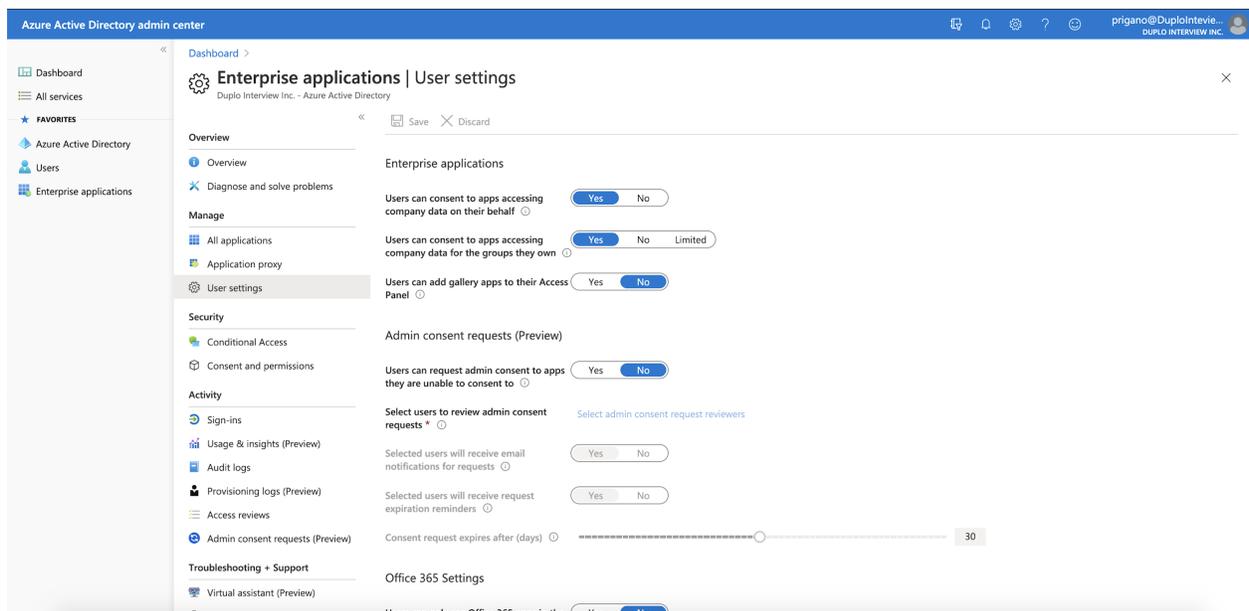
- Talent Hub requires **Read.Write permissions** to create calendar events.
- *Because the user is created for interview scheduling and sending invites on behalf of the product, we suggest making the email alias something like “interview-scheduler@\_\_.com”*
- *For more detailed information on technical integrations or security, please ask your LinkedIn contact for a copy of the Talent Hub Security & Privacy Documents.*

**Once you have created the new service account, share the account credentials with your organization’s Talent Hub implementation lead. They will need the credentials in order to complete the integration authorization in steps 4-5.**

## Step 2 - Ensure that your enterprise application user settings are configured to support Talent Hub

Go to the Azure Active Directory admin center and navigate to the Enterprise Applications section. Within Enterprise Applications, navigate to the User settings section.

- Ensure the “Users can consent to apps accessing company data on their behalf” setting is set to “Yes”. This is required to authorize the service account and to sync individual user calendars.



## Step 3 - *Optional*: Export a list of your conference room aliases

In order to reserve a conference room for in-person interviews using our automatic scheduling tool, you’ll need to upload a list of your rooms so that Talent Hub can check room availability. You should be able to get the room email aliases from within Microsoft Admin.

You can find detailed formatting requirements here:

<https://www.linkedin.com/help/talent-hub/answer/a150729>

Once you have exported your list of rooms and aligned it to the formatting requirements, share that list with your organization’s Talent Hub implementation lead or main admin.

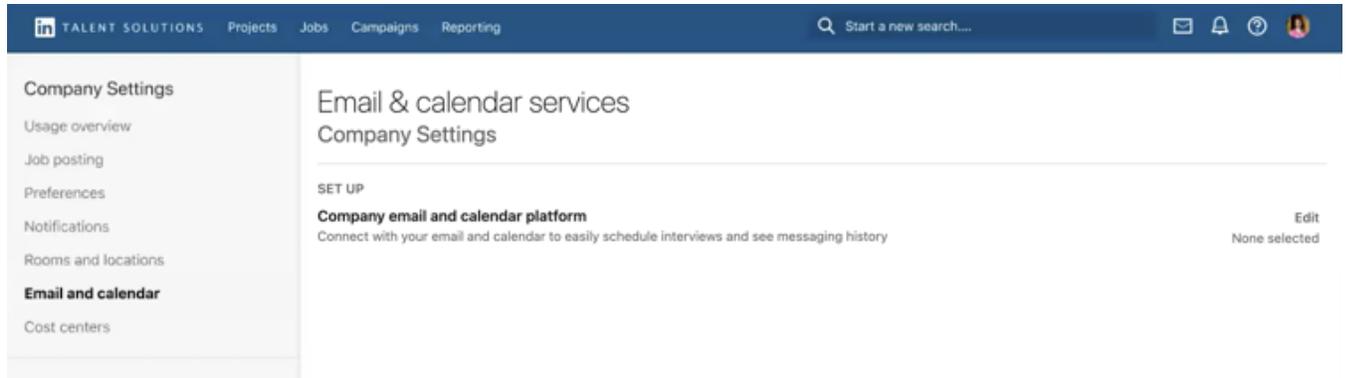
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**Steps 4-7 should be completed by the main admin user/point of contact for the Talent Hub implementation at your company.**

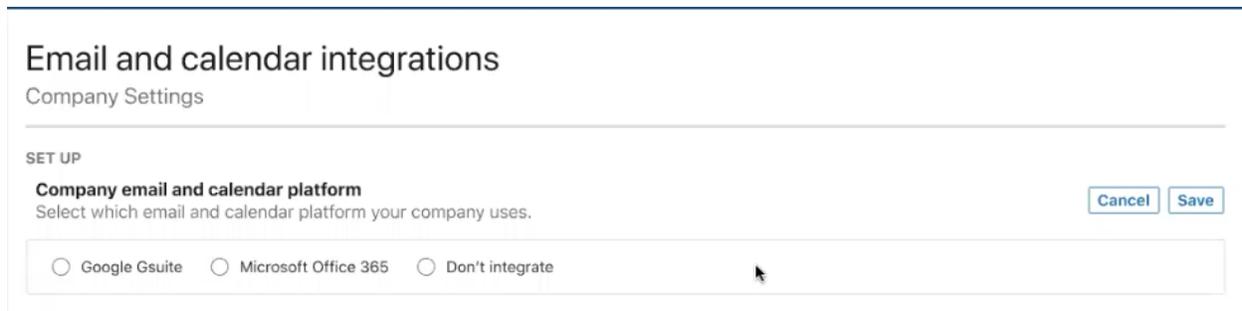
## Step 4 - Set email platform

Once your IT contact has created the service account and shared those credentials with you, you will be able to fully authorize the email & calendar integration.

In Talent Hub, navigate to the “**Email and Calendar**” pane under Company Settings and click “**Edit**” next to **Company Email and Calendar Platform**.



Then select the Email and Calendar provider as Microsoft Office 365 and click “**Save**”.

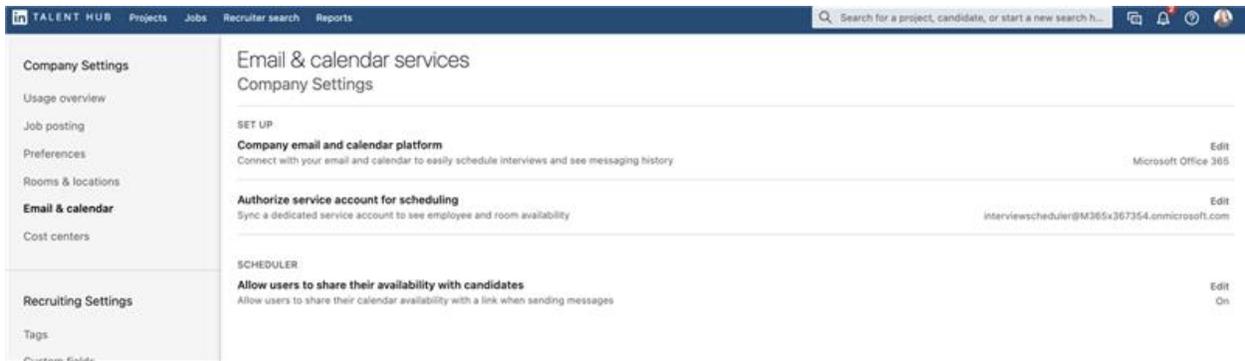


## Step 5 - Authorize service email account

Click “**Authorize**” next to “Service account authorization” and enter the credentials of the service account created by your IT contact.

## Step 6 - *Optional*: Choose Calendar Visibility Settings for 1:1 Scheduler

Determine whether or not you want Talent Hub users in your organization to be able to share their calendar availability with candidates. To turn off this setting, select **Edit** next to “Allow users to share their availability with candidates” and toggle the setting to “Off”.



## Step 7 - *Optional*: Update your room list

In order to reserve a conference room for in-person interviews using our automatic scheduling tool, you'll need to upload a list of your rooms so that Talent Hub can check room availability. If you are planning to utilize this functionality, work with your IT contact to obtain a list of your organization's conference rooms.

Once you have received this list from your IT contact, follow these guides to [enable room scheduling](#) and [upload rooms and locations](#).

## Individual Email and Calendar Settings

**Step 8 should be completed by all users who will be scheduling interviews in Talent Hub.**

### Step 8 - Set default timezone

Set your default timezone by going to **“My Account Settings > Email & Calendar > Scheduler > Preferred Time Zone”**. Under the **“Scheduler”** section, select **“Edit”** and configure your preferred time zone and working hours.

**Step 9 should be completed by all users who will be managing candidate communications in Talent Hub.**

### Step 9 - Set Individual Email and Calendar permissions

Set up the One Inbox and Scheduler authorization for your individual account by navigating to **My Account Settings** on the bottom of the left hand pane and clicking “Email and calendar.”

- Click **“Authorize”** for **Authorize calendar** (to enable candidates to see your calendar availability via the 1:1 scheduler) and for **Authorize inbox** (to enable your candidate emails to sync with Talent Hub).
- If you are not familiar with the One Inbox and 1:1 scheduler functionalities, you can learn more [here](#):

- [One Inbox](#) / [1:1 scheduler](#) (note that the 1:1 scheduler will work with or without video integration)

**Company Settings**

- Usage overview
- Job posting
- Preferences
- Notifications
- Rooms and locations
- Email and calendar
- Cost centers

**Recruiting Settings**

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**Advanced**

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**My Account Settings**

- Individual integrations
- Email and calendar**

## Email and calendar integrations

My Account Settings

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SET UP

**Authorize calendar** Authorize

Give LinkedIn permission to access third party providers for 1:1 interview scheduling

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**Authorize inbox** Authorize

Give LinkedIn permission to access third party providers for inbox syncing

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SCHEDULER

**Update your availability for meetings** Edit

Modify meeting durations, timezone, weekly availability, and related scheduling