

Campus Connect: Calendar Syncing

Calendar synchronization is a way to make sure Campus Connect appointments are shown on your Outlook calendar and events on your Outlook calendar are reflected in the Campus Connect platform.

Note: Please visit our [Calendar Syncing Troubleshooting Guide](#) if you are encountering issues from a previous sync.

SAM HOUSTON STATE UNIVERSITY

NAVIGATE Quick Search

My Calendar

Calendar View List of Calendar Items Settings and Sync

The calendar view is a graphical representation of the calendar. If you need a **fully accessible** interface, please use the list of calendar items view here: [Calendar Items View](#).

Checking/unchecking the legend boxes will show/hide corresponding events on the calendar

Course Assignment General Busy Cancelled

** All times listed are in Central Time (US & Canada).*

Print Calendar (PDF) Add Calendar Event

October 2022 today < day week month >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
	9am Busy 9:30am Busy 10am Busy 11am Busy 11:30am Busy 3pm Busy 3:30pm Busy	9:30am Busy 11am Busy 11:30am Busy 2pm Busy	9am Busy 1pm Busy 2pm Busy 3pm Busy	10am Busy 11am Busy 1pm Busy 1:30pm Busy 3:30pm Busy 3:30pm Busy 4pm Busy	9am Busy 11am Busy	
2	3	4	5	6	7	8
	9am Busy 10am Busy 11am Busy 1pm Busy	10am Busy 1pm Busy 2pm Busy	10:30am Busy 10:30am Busy 1pm Busy 2pm Busy	10am Busy 11:30am Busy 1pm Busy 2pm Busy	11am Busy	

Step 1: Open Campus Connect through mySAM

The screenshot displays the mySAM website interface. At the top left is the Sam Houston State University logo. The top right features navigation links for SHSUOnline, Blackboard, E-mail, SamWeb, and Logout, along with the 'My Sam' logo. A left-hand navigation menu includes links for All Users, Campus Resources, My Account, Registration, Employees, Faculty (highlighted with an orange arrow), and Students. The main content area is divided into several sections: a top banner for 'SHSU Online Newsletter' with the SHSU Online logo and a link to 'This Month @ SHSU Online'; a news article titled 'SHSU Online Receives Two THECB Grants Focusing on Course Design, Student-Centered Learning' with a sub-link to 'LinkedIn Learning Providing Learning Opportunities to SHSU Community'; a section for 'Captioning With Zoom'; a 'Campus Connect' section with a link to 'Go to CAMPUS CONNECT' (highlighted with an orange arrow); and a 'Lab & Classroom Services' section. On the right side, there are sections for 'Required Campus Prevention & Inclusion Training' and 'Faculty Resources', both containing lists of links.

Sam Houston State University

SHSUOnline | Blackboard | E-mail | SamWeb | Logout

My Sam

Chat is ON! Ask a librarian.

All Users

Campus Resources

My Account

Registration

Employees

Faculty

Students

SHSU Online Newsletter

SHSU Online

This Month @ SHSU Online

[SHSU Online Receives Two THECB Grants Focusing on Course Design, Student-Centered Learning](#)

[LinkedIn Learning Providing Learning Opportunities to SHSU Community](#)

We are thrilled to announce that SHSU Online has been named the recipient of two grants from the Texas Higher Education Coordinating Board (THECB) to focus on course design and student-centered learning.

[LinkedIn Learning Providing Learning Opportunities to SHSU Community](#)

LinkedIn Learning is gaining traction as a free resource to students, faculty, and staff at SHSU

[Captioning With Zoom](#)

Because of SHSU Online's integration between Kaltura and Zoom, all cloud-recorded Zoom calls made when using your SHSU Single Sign On

Campus Connect

Campus Connect provides the entire campus a coordinated care and communication network that helps manage student risk from identification to resolution, using data and analytics to optimize student support and to improve student outcomes. Departments, colleges, and divisions--academic, administrative, and student services--are integrated in their efforts to drive student success.

[Go to CAMPUS CONNECT](#)

The training (or development) site allows for training, testing, and development of new features and functions. Training site data is not updated nightly and should be used only for training purposes.

[Access the TRAINING SITE](#)

If you experience technical issues with Campus Connect, please email campusconnect@shsu.edu, including your contact information and a detailed description of the issue.

Lab & Classroom Services

IT@Sam Lab and Classroom Services

IT@Sam has several computer labs across the SHSU campuses. Each lab is equipped with

Access to Banner workflow is limited to on campus only.

Required Campus Prevention & Inclusion Training

- [Required Training Info](#)
- [Log In to Get Inclusive Platform](#)

Faculty Resources

- [Academic \(and other\) Calendars](#)
- [Academic Policy Manual](#)
- [ACE](#)
- [Committee Book](#)
- [Emergency Policies and Procedures](#)
- [Faculty Handbook](#)
- [Faculty Senate](#)
- Early Alert**
 - [Learn how to use the Early Alert program to help your students succeed!](#)
- [PACE](#)
- [SHSU Room Technology](#)
 - Use this site to view available room technology for your classes.
- [Office of Research and Sponsored Programs](#)
- [Policies and Procedures](#)
- To VIEW or PRINT a class roster:**

Step 2: Select Calendar in the left toolbar and then Settings and Sync

NAVIGATE

Quick Search

My Calendar

Calendar View List of Calendar Items

Settings and Sync

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Course Assignment General Busy Cancelled

** All times listed are in Central Time (US & Canada).*

Print Calendar (PDF) Add Calendar Event

October 2022

today < day week month >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Step 3: Select Setup Sync

The screenshot displays the 'Calendar Settings' interface. At the top, there is a 'NAVIGATE' header with a search bar labeled 'Quick Search'. The main content area shows 'Calendar Settings' and a status box indicating 'Last Sync: N/A'. Below this, a blue button labeled 'Setup Sync...' is highlighted with an orange arrow. The footer contains the EAB logo, links for 'Privacy Policy', 'Legal Disclaimer', 'Terms of Use', and 'Download Acrobat Reader', along with copyright information and a refresh timestamp of 6:34pm.

Step 4: Select Microsoft 365 (Latest Version)

NAVIGATE

Calendar Settings: Setup



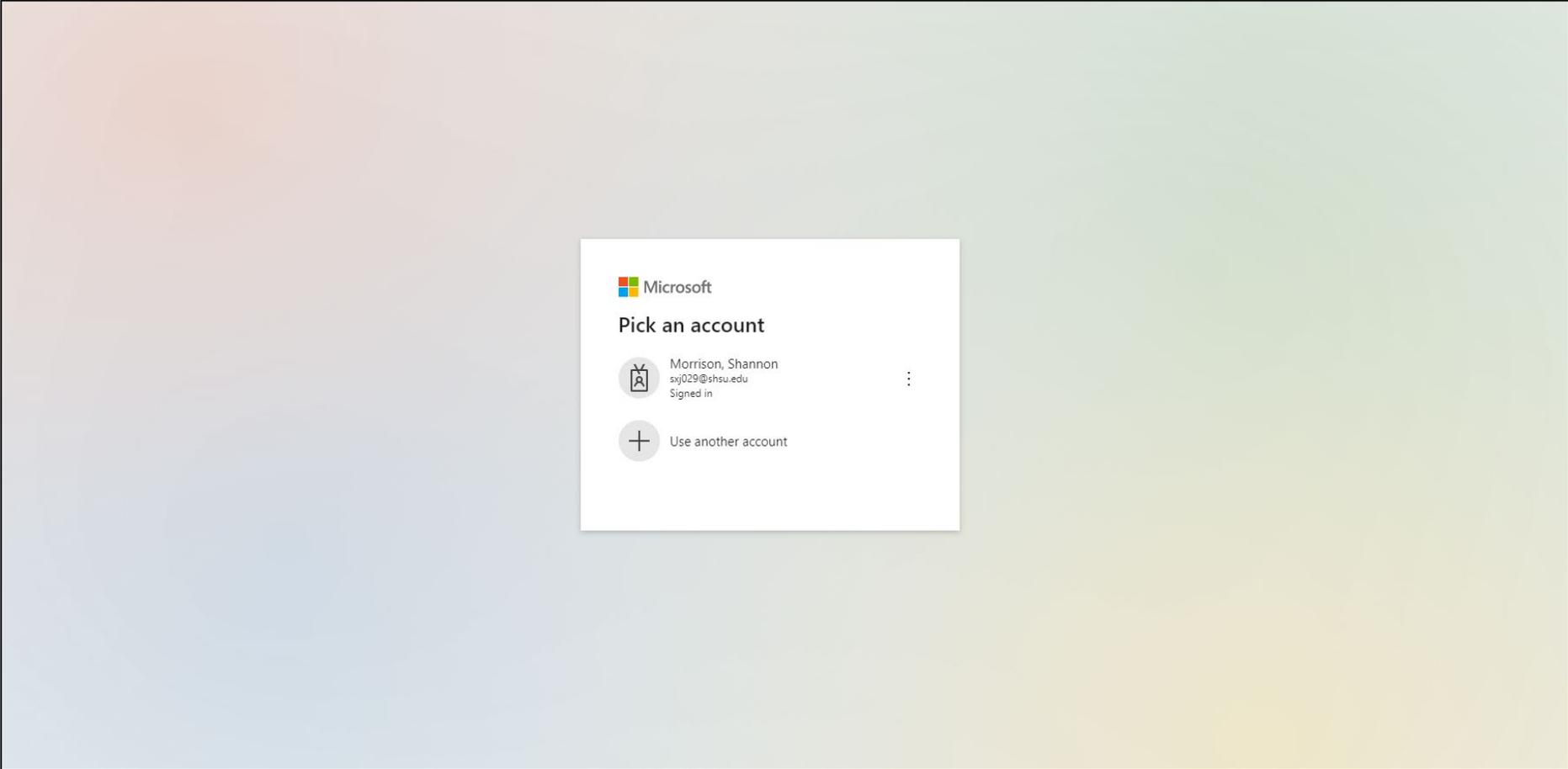
Please Choose Your Calendar Application:

-
-
-
-

EAB [Privacy Policy](#) | [Legal Disclaimer](#) | [Terms of Use](#) | [Download Acrobat Reader](#)
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Page last refreshed at 6:34pm
All times listed are in Central Time (US & Canada) [Additional Modes](#)

Step 5: Select your Microsoft Outlook account



Step 6: Sync may take up to 30 minutes to complete

Note: You may click out of this screen and work elsewhere in the platform at this time. Repeat Step 2 in this guide to return to your calendar settings and check on the synchronization progress at any time.

The screenshot displays the 'Calendar Settings' interface within the NAVIGATE system. At the top, there is a navigation bar with the 'NAVIGATE' logo, utility icons, and a search bar. The main content area features a yellow notification box with a refresh icon and the text: 'It may take up to 30 minutes to upgrade your calendar to the latest Office 365 Sync.' Below this notification are two buttons: 'Retry Upgrade...' and 'Disconnect Sync...'. The footer contains the 'EAB' logo, links for 'Privacy Policy', 'Legal Disclaimer', 'Terms of Use', and 'Download Acrobat Reader', along with copyright information: '© 2022 EAB. All Rights Reserved. Release Version: 22.1.8'. On the right side of the footer, it states 'Page last refreshed at 9:23am' and 'All times listed are in Central Time (US & Canada)'. A sidebar on the left contains various navigation icons, and the top right corner features a help icon and the SHSU logo.

Step 7: Calendar sync is complete!

NAVIGATE Quick Search

Calendar Settings

Microsoft Office 365 (Latest Version)
sxj029@shsu.edu

Last Sync: 11/01/2022 At 09:24 AM

Retry Sync...

Disconnect Sync...

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Page last refreshed at 9:27am
All times listed are in Central Time (US & Canada) [Additional Modes](#)

Step 8: Test your sync by creating a test event on your Outlook calendar

Note: Make sure you have marked yourself as busy for the test event

The screenshot shows the Microsoft Outlook Appointment form. The ribbon at the top includes File, Appointment, Scheduling Assistant, Insert, Format Text, Review, and Help. The 'Appointment' ribbon is active, showing options like Calendar, Forward, Teams Meeting, Send to OneNote, Invite Attendees, Show As (set to Busy), Reminder (15 minutes), and Tags (Private, High Importance, Low Importance). The 'Save & Close' button is highlighted with an orange box. The 'Title' field contains 'Test Event'. The 'Start time' is set to Tue 11/1/2022 at 8:00 AM, and the 'End time' is set to Tue 11/1/2022 at 8:30 AM. The 'Make Recurring' option is visible. The 'Location' field is empty.

Step 9: Verify that your test event synced with Campus Connect

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Course Assignment General Busy Cancelled

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November 2022

Sun	Mon	Tue	Wed	Thu
30	31	1	2	3
	9am Busy 10am Busy 2pm Busy	8am Busy 10am Busy 1pm Busy 2pm Busy 6pm Busy	9:30am Busy	10am Busy 3:30pm Busy 4pm Busy
6	7	8	9	10
	8:20am Busy	2pm Busy	10am Busy	9:30am Busy 2pm Busy 3:30pm Busy 4pm Busy