Campus Connect: Calendar Synching

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 Synching Troubleshooting Guide if you are encountering issues from a previous sync.
Step 1: Open Campus Connect through mySAM
Step 2: Select Calendar in the left toolbar and then Settings and Sync
Step 3: Select Setup Sync
Step 4: Select Microsoft 365 (Latest Version)
Step 5: Select your Microsoft Outlook account

Pick an account

- Morrison, Shannon
  exp023@shsu.edu
  Signed in

- Use another 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.
Step 7: Calendar sync is complete!
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
Step 9: Verify that your test event synced with Campus Connect