How to Setup Office 365 Integration

The University has moved from on-premise email hosting to cloud storage. This transition has affected the calendar syncing feature with the Campus Connect platform. To integrate your calendars, you will need to be logged into Campus Connect using **Google Chrome** browser through your mySam account.

Full synchronization will allow appointments on your Outlook calendar to block previously set available time in Campus Connect (so students cannot schedule with you during that appointment time) and will allow Campus Connect to push appointments students self-schedule with you to your Outlook calendar.
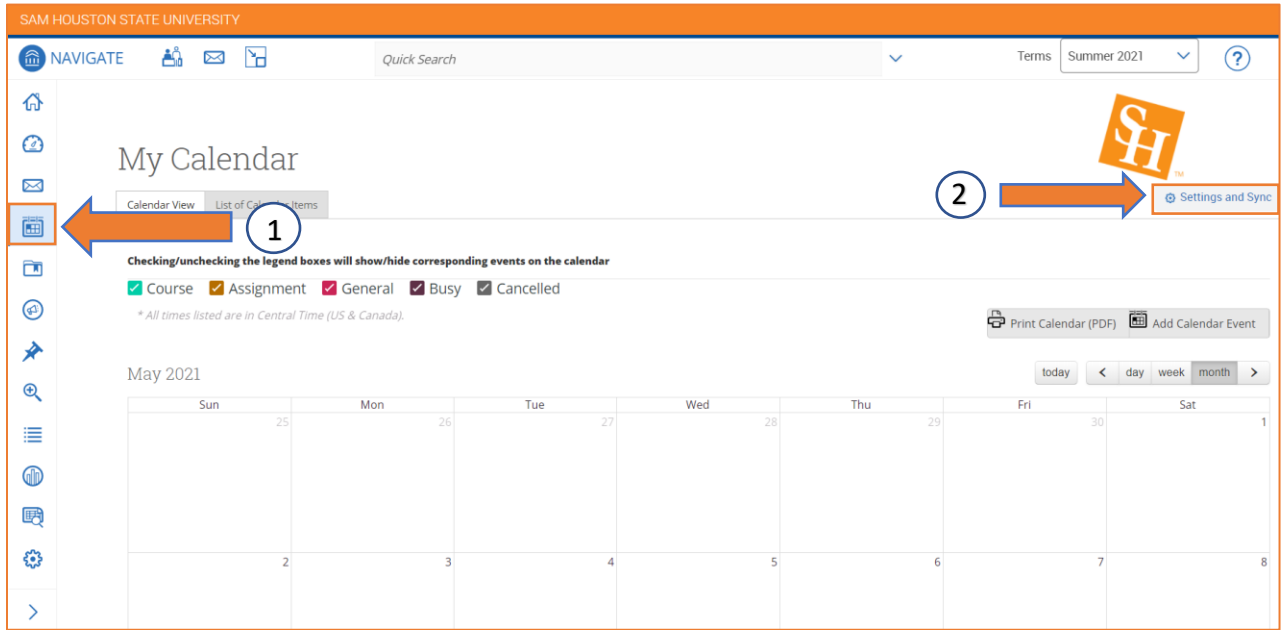
Step 1: Open Campus Connect through mySam.

Step 2: Follow prompts on screen.

If your calendar was previously synced using Exchange settings, you should see the following alert banner on your homepage:
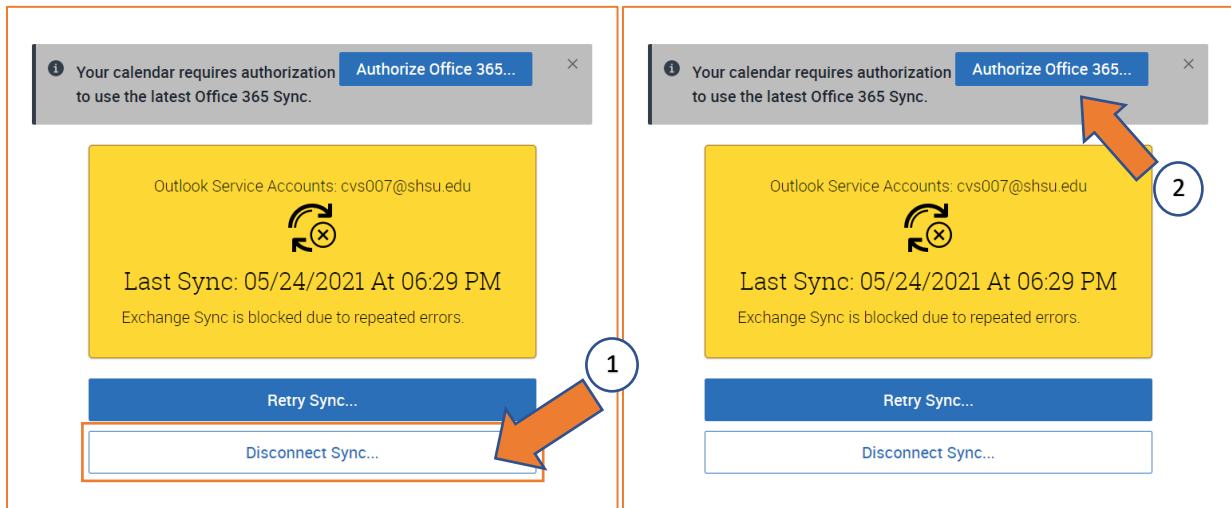

If your calendar was not previously synced, you will need to go to your Calendar settings in Campus Connect:
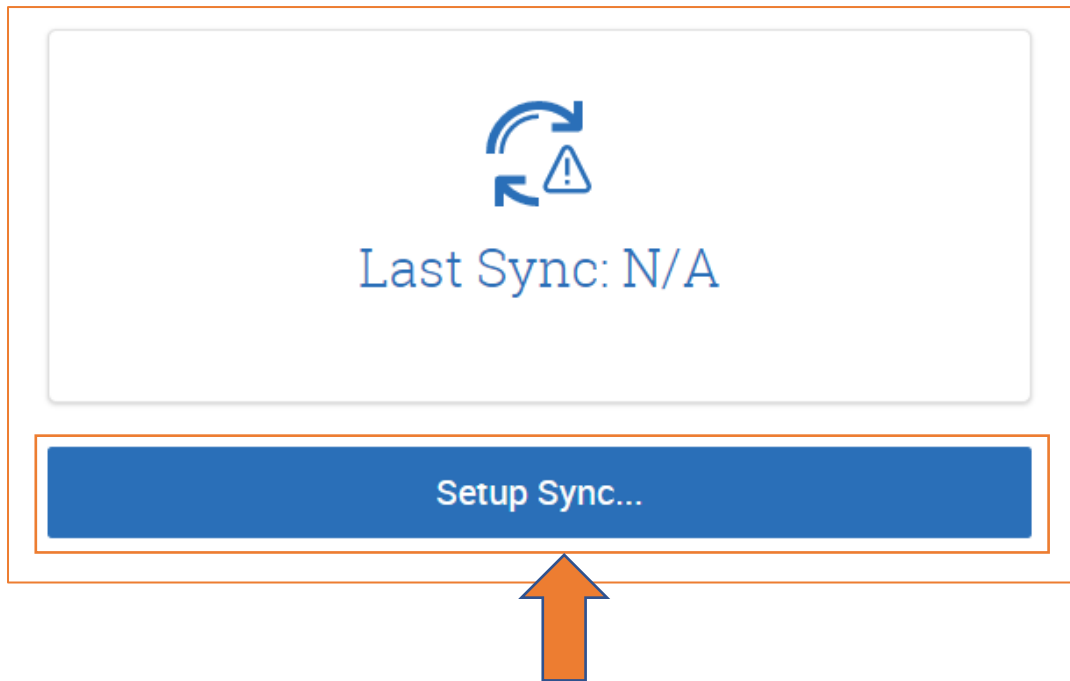
Select the Calendar icon from the left hand menu, then click the Settings and Sync button.

Step 3 (previously synced): Disconnect Sync and Authorize Office 365.
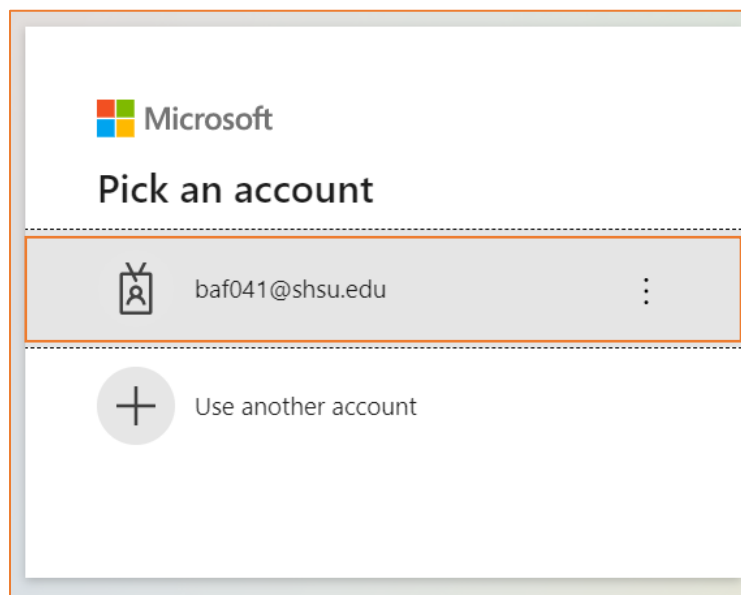
Step 3 (**not** previously synced): Setup Sync.

Select the Setup Sync button.

Step 4 (previously synced): Login to Microsoft.

Your SHSU/mySAM account should populate on the Microsoft menu. Select your account to sync.

Step 4 (**not** previously synced): Select Microsoft Office 365 (latest version).

Please Choose Your Calendar Application:

Microsoft Office 365 (Latest Version)

Google Calendar

Other Applications

Go back...

Note: *You may have to login/authenticate your Microsoft 365 account.*

Step 5: Accept Permissions.

Click the Accept button to accept EAB Integration.

Microsoft

baf041@shsu.edu

Permissions requested

EAB Integration (Latest Version)
eab.com

This application is not published by Microsoft or your organization.

This app would like to:

∨ Maintain access to data you have given it access to

∨ Sign you in and read your profile

∨ Have full access to your calendars

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at https://myapps.microsoft.com. Show details
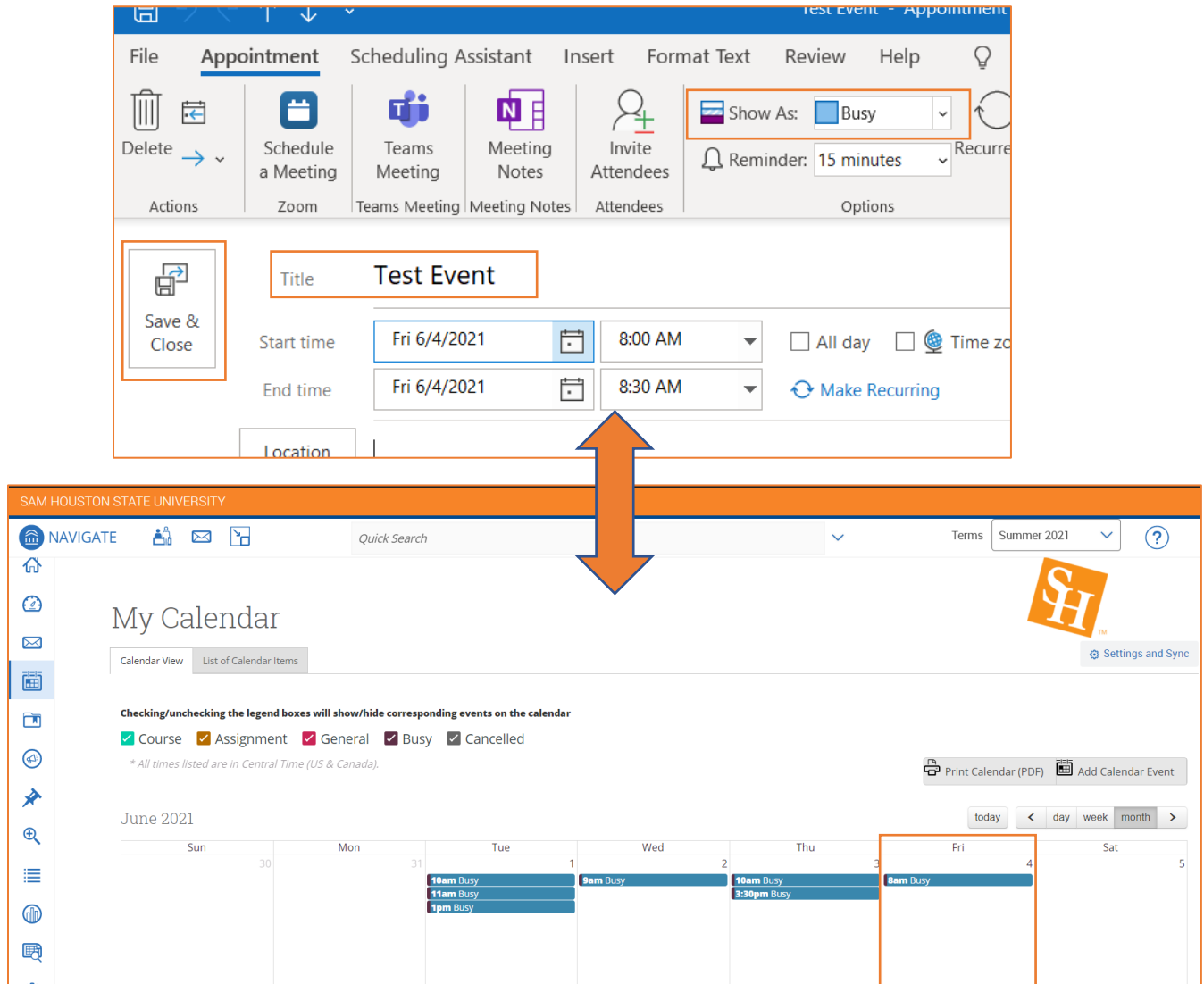
Does this app look suspicious? Report it here

Cancel   Accept

Sync complete!

Note: *It can take up to 30 mins for the sync to complete. Please be patient!*

You can test your sync by creating a Test Appointment on your Outlook calendar. Make sure you have marked yourself as busy for the Test Appointment.

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If you have any questions or concerns, please reach out to
campusconnect@shsu.edu.

Include screenshots and a description of your issue to assist with troubleshooting.