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.

Sam Houston State University		SHSUOnline Blackboard E-mail Sa	mW	, a for a fo
🛎 All Users	SHSU	Campus Connect provides the entire campus a coordinated care and communication network that		Iraining Required Training Info
Campus Resources	This Month @ SHSU Online	helps manage student risk from identification to resolution, using data and analytics to optimize		Log In to Get Inclusive Platform
≗ My Account	Hybrid Teaching Webinar Recordings Available	student support and to improve student outcomes. Departments, colleges, and divisionsacademic, administrative, and student servicesare integrated		Faculty Resources
C Registration	in Blackboard Org Each month, SHSU Online offers multiple hybrid	in their efforts to drive student success.		Academic (and other) Calendars Academic Policy Manual
& Employees	teaching webinars for SHSU faculty. These webinars are all available in the Teaching Online With	Go to CAMPUS CONNECT The training (or development) site allows for training,		<u>ACE</u> <u>Committee Book</u>
A Faculty	Blackboard instructor support organization which resides in Blackboard	testing, and development of new features and functions. Training site data is not updated nightly		Emergency Policies and Procedures Eaculty Handbook Eaculty Senate
& Students	TSUS Faculty Development Day Coming Soon! The premier event for faculty development in the	and should be used only for training purposes. Access the TRAINING SITE		Early Alert Learn how to use the Early Alert program to
	Texas State University System is around the corner. Have you signed up for the TSUS Faculty Development Day for Digital Education?	If you experience technical issues with Campus Connect, please email <u>campusconnect@shsu.edu</u> , including your contact information and a detailed		help.your students succeed! PACE SHSU Room Technology

Step 2: Follow prompts on screen.

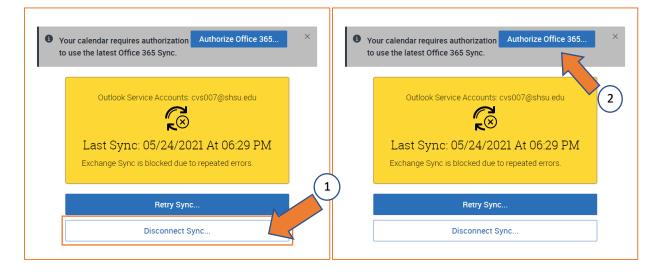
If your calendar was <u>previously synced</u> using Exchange settings, you should see the following alert banner on your homepage:



If your calendar was <u>not previously synced</u>, you will need to go to your Calendar settings in Campus Connect:

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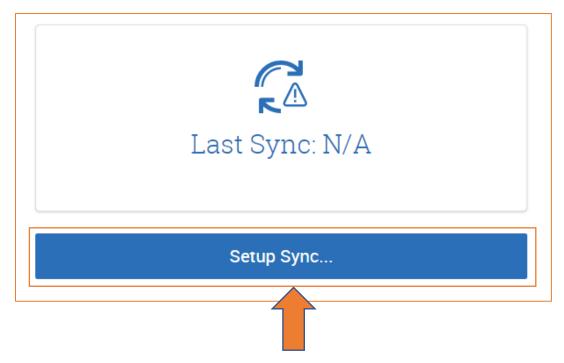
Select the Calendar icon from the left hand menu, then click the Settings and Sync button.



Step 3 (previously synced): Disconnect Sync and Authorize Office 365.

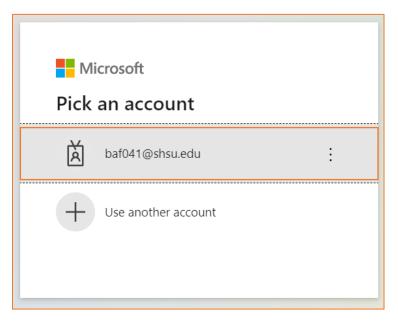
Step 3 (not previously synced): Setup Sync.

Select the Setup Sync button.

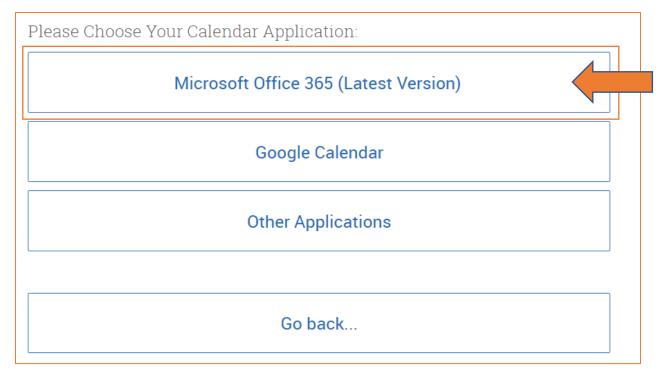


Step 4 (previously synced): Login to Microsoft.

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).



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

Step 5: Accept Permissions.

Click the Accept button to accept EAB Integration.

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	Microsoft								
baf	041@shsu.edu								
Pe	ermissions requested								
	EAB Integration (Latest Version) eab.com								
	s application is not published by Microsoft or ir organization.								
Thi	s app would like to:								
\sim	 Maintain access to data you have given it access to 								
\sim	Sign you in and read your profile								
\sim	۲ Have full access to your calendars								
	epting these permissions means that you allow this app to use data as specified in their terms of service and privacy								
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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 <u>busy</u> for the Test Appointment.

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

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