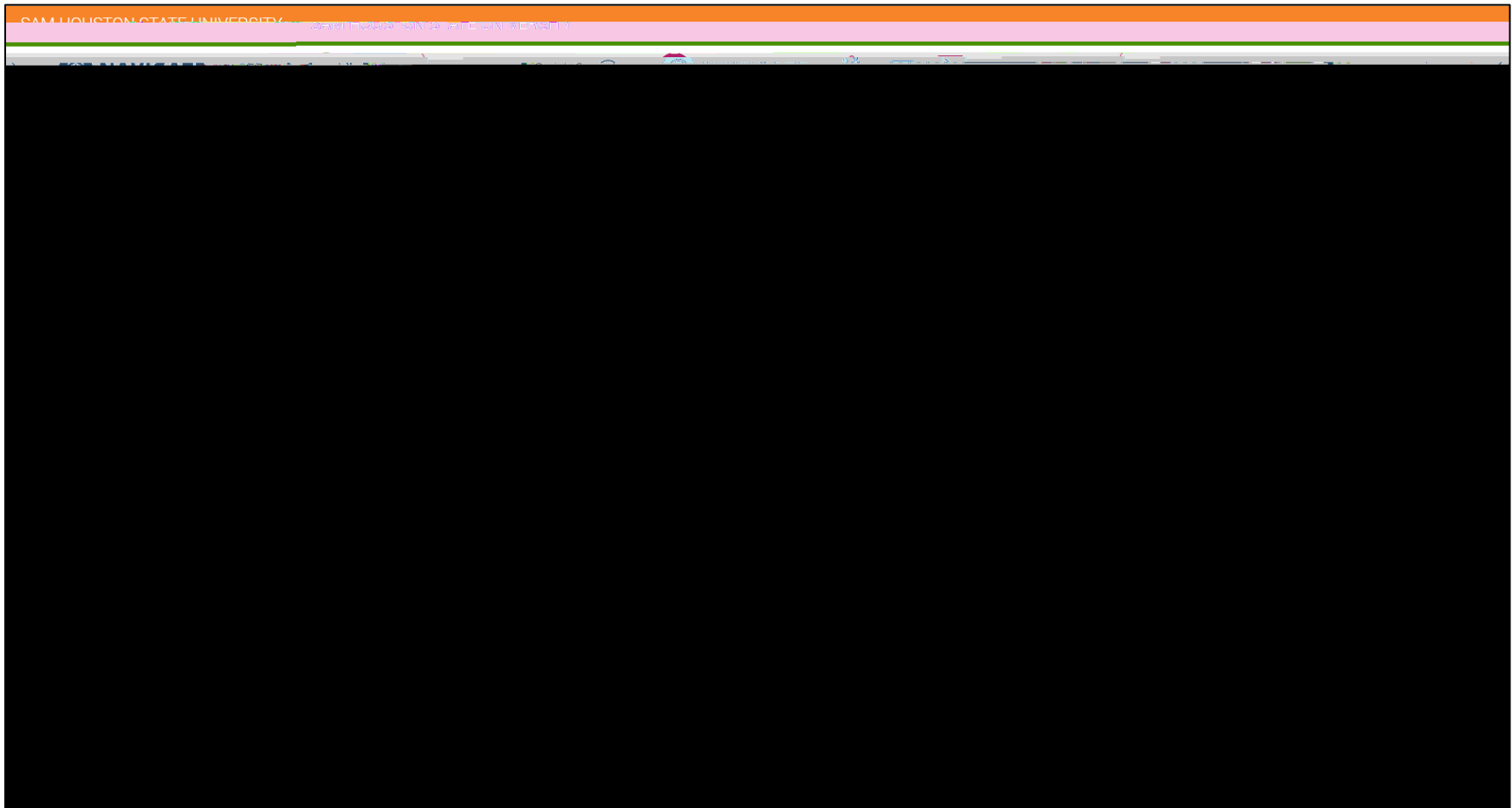
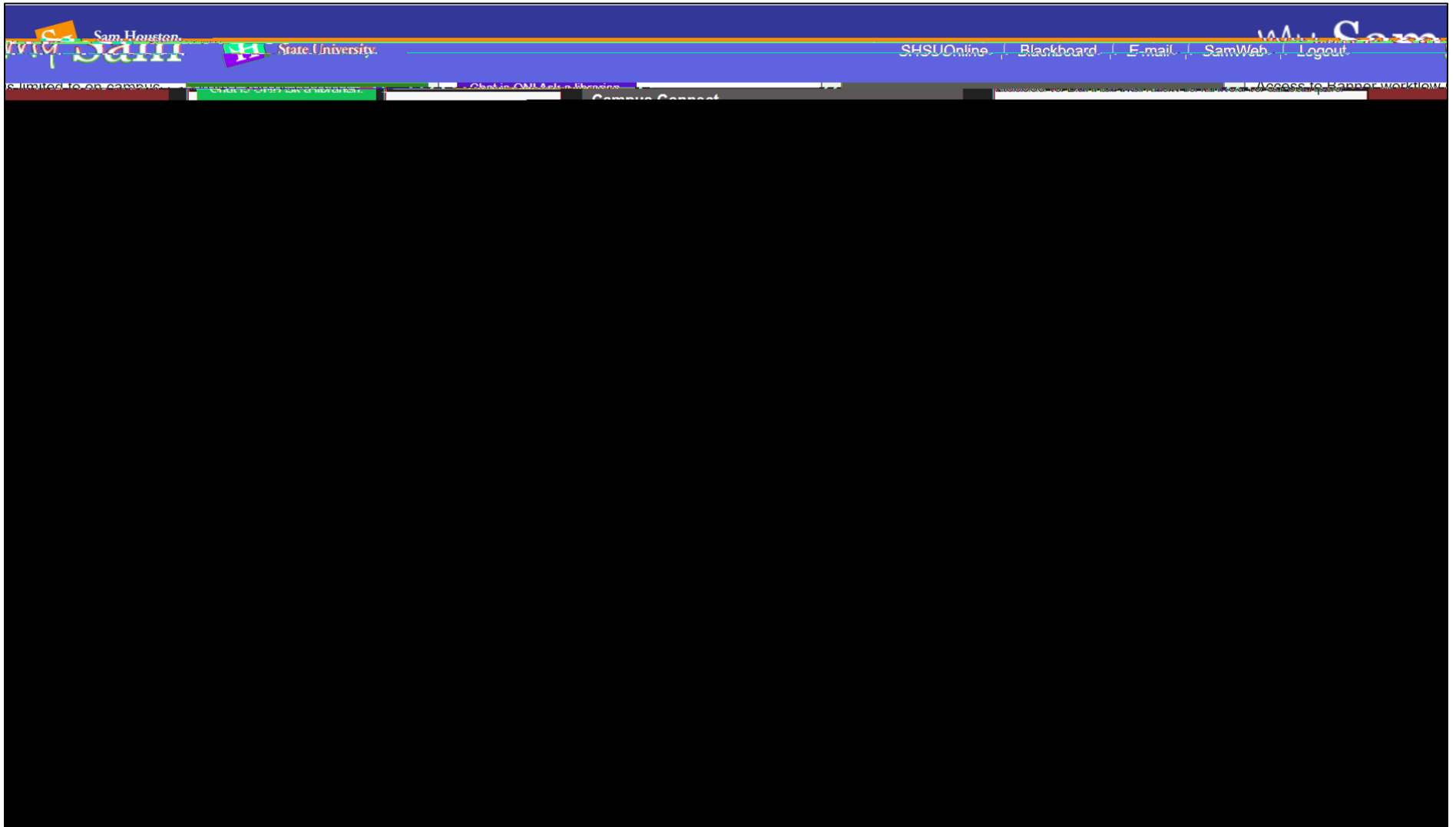


Calendar synchronization is a way to make sure Campus Connect appointments are shown on your Outlook calendar and events on your Outlook calendar are reflected in the Campus Connect platform.

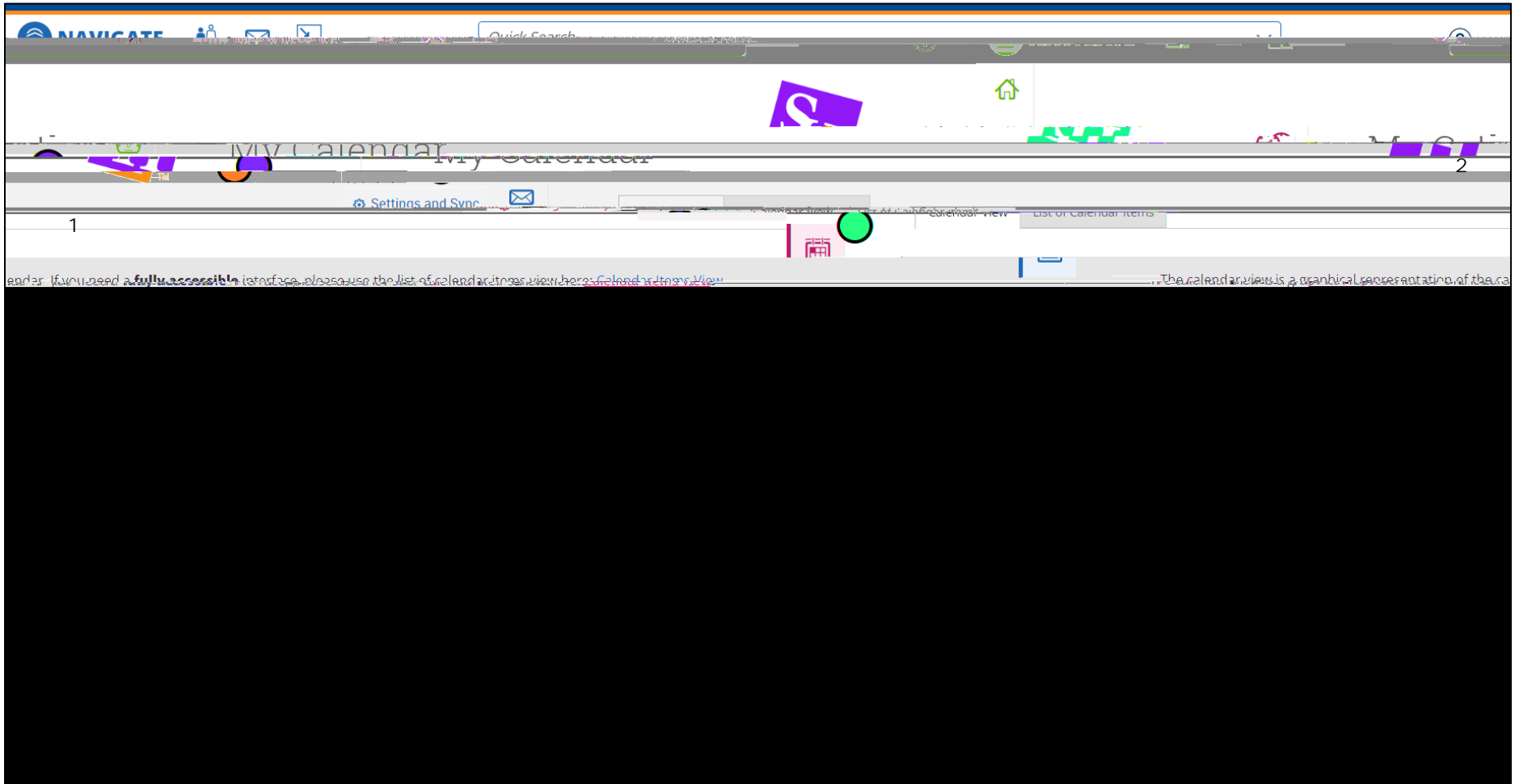
Note: Please visit our [Calendar Synching Troubleshooting Guide](#) if you are encountering issues from a previous sync.



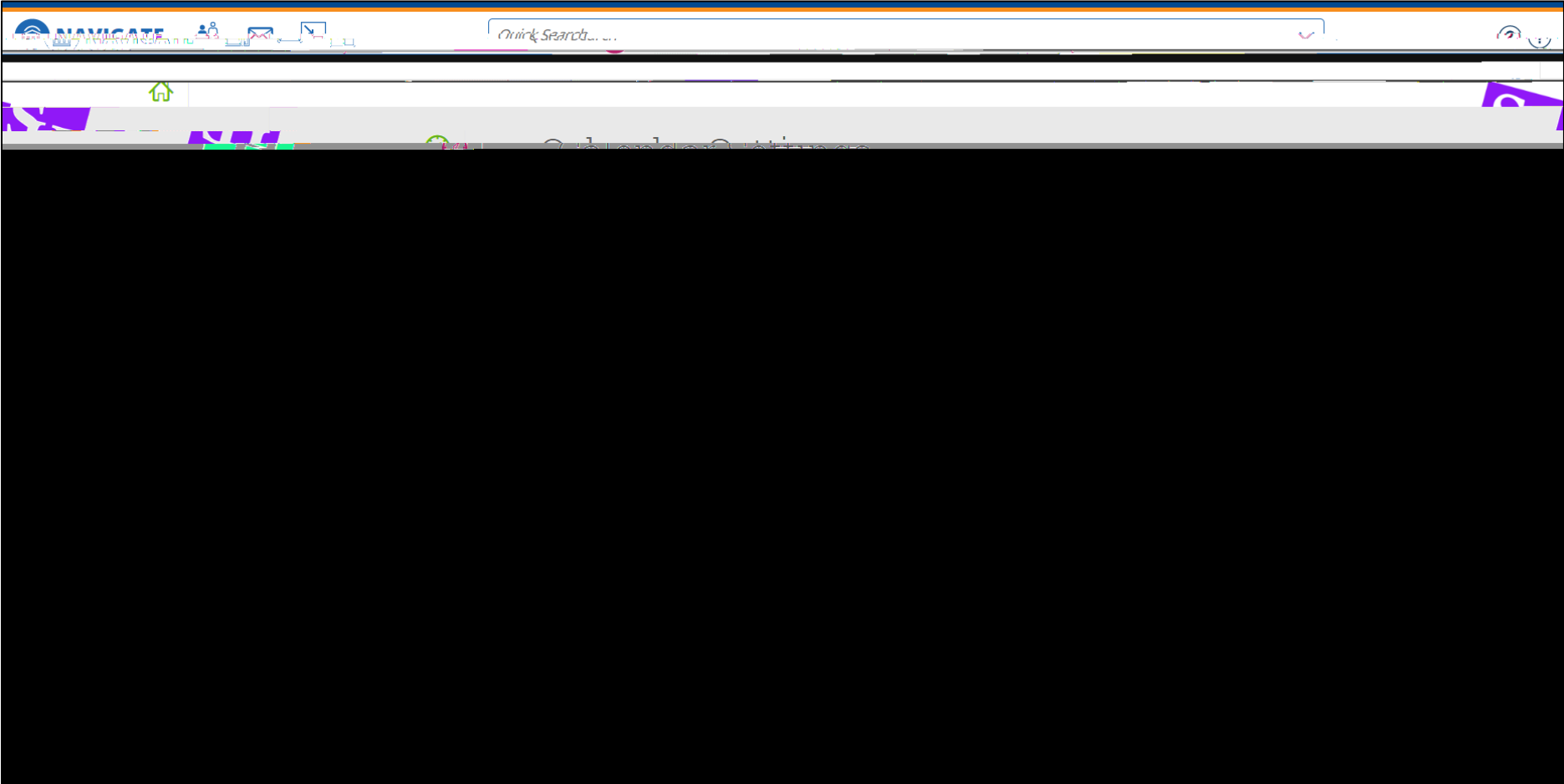
Step 1: Open Campus Connect through mySAM



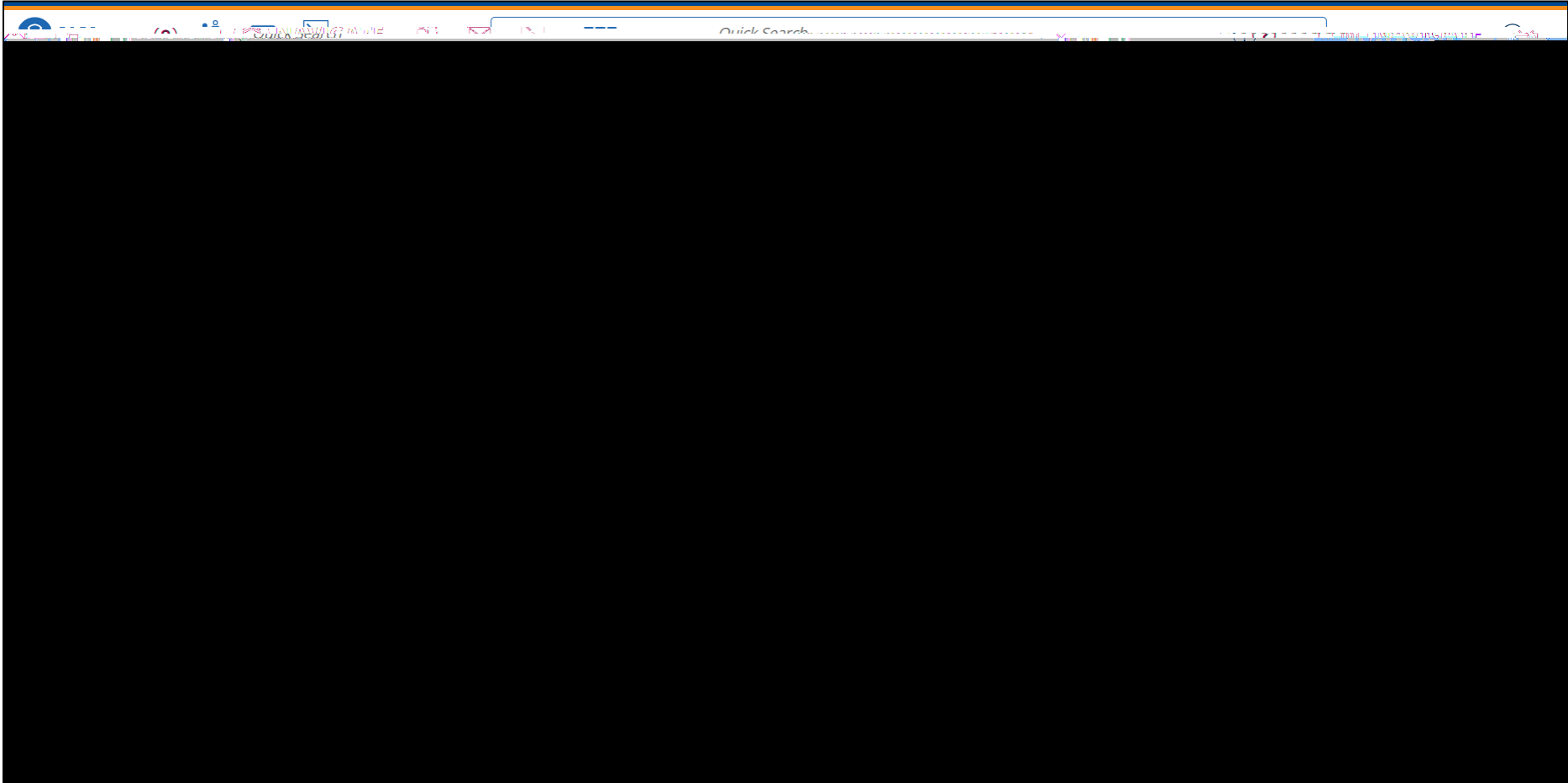
Step 2: Select Calendar in the left toolbar and then Settings and Sync



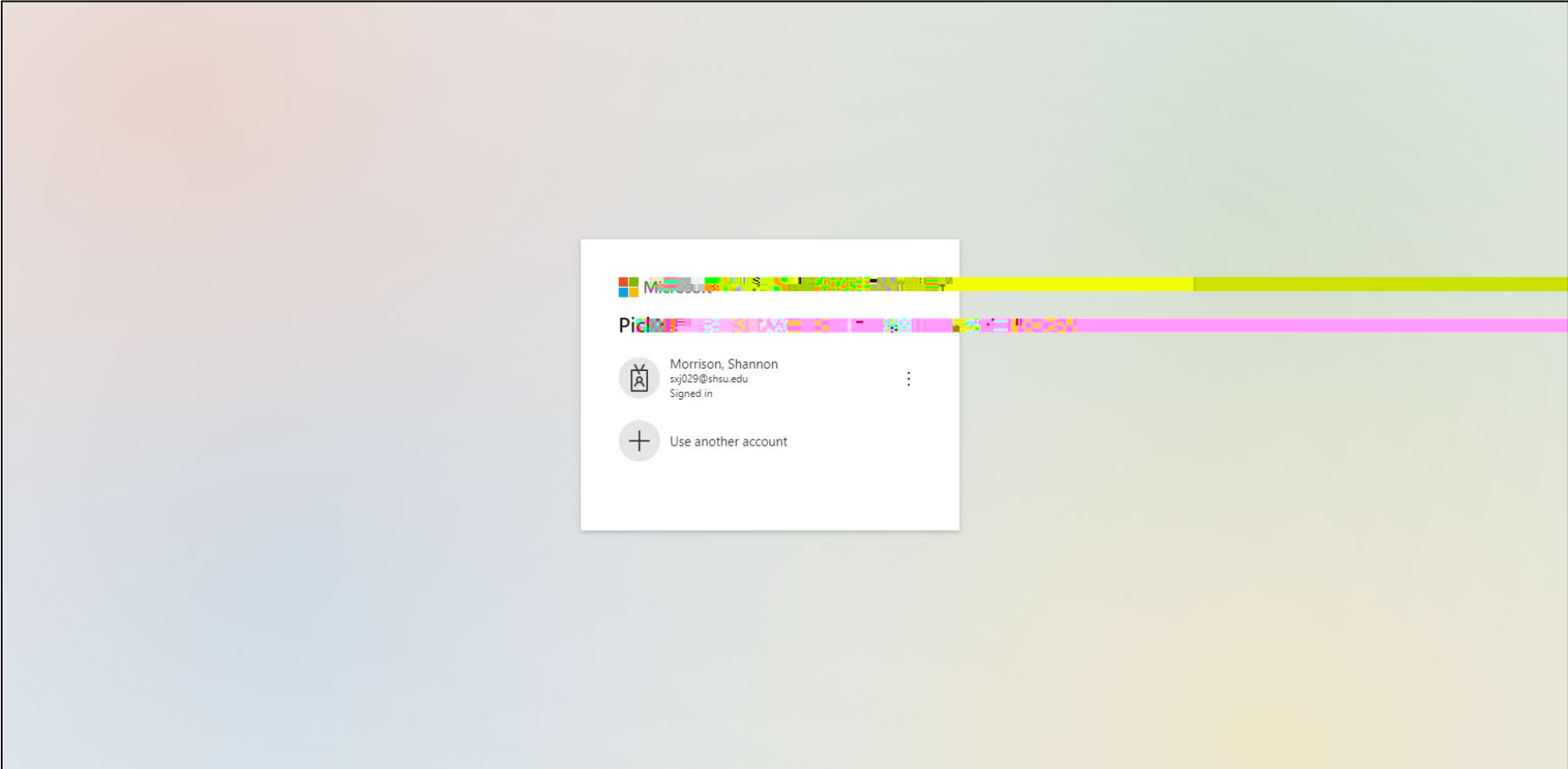
Step 3: Select Setup Sync



Step 4: Select Microsoft 365 (Latest Version)

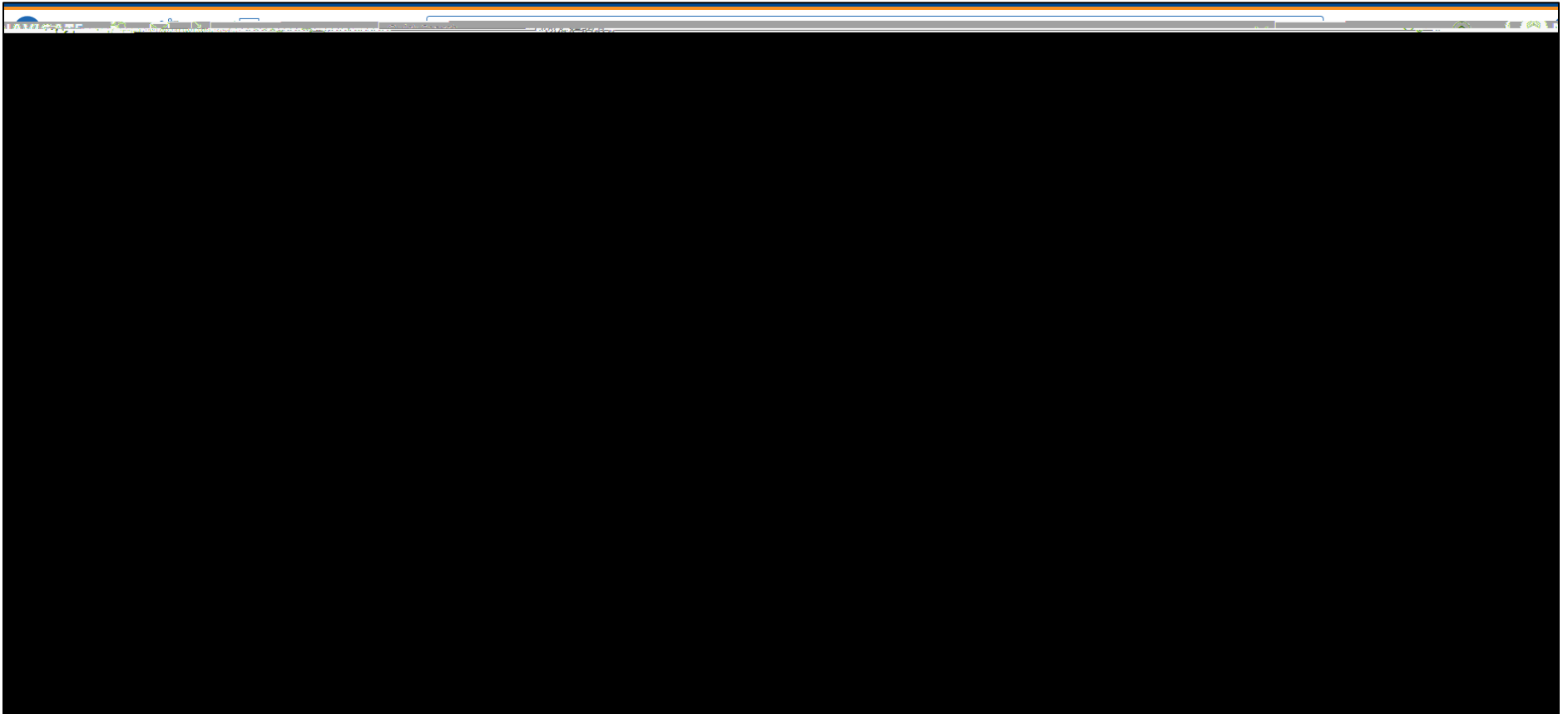


Step 5: Select your Microsoft Outlook account

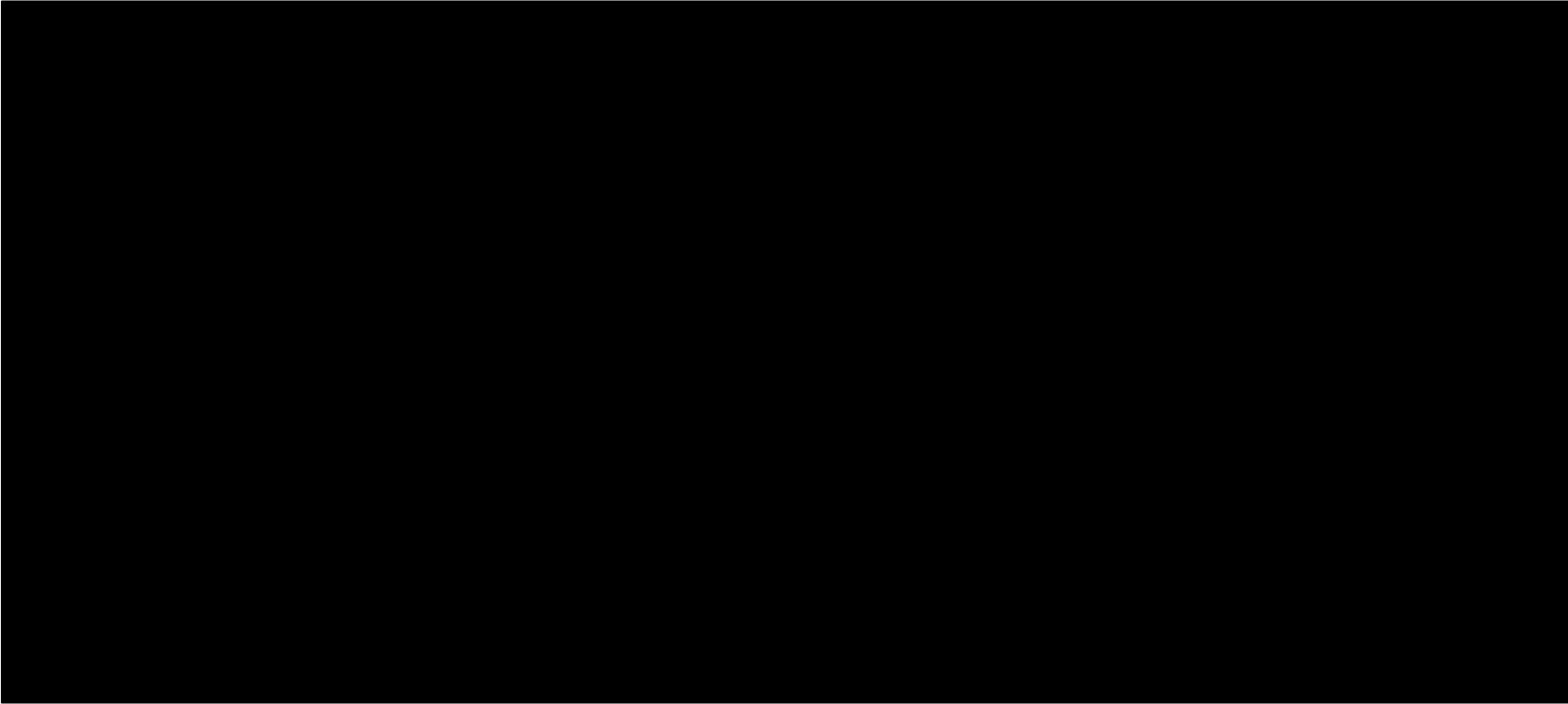


Step 6: Sync may take up to 30 minutes to complete

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.

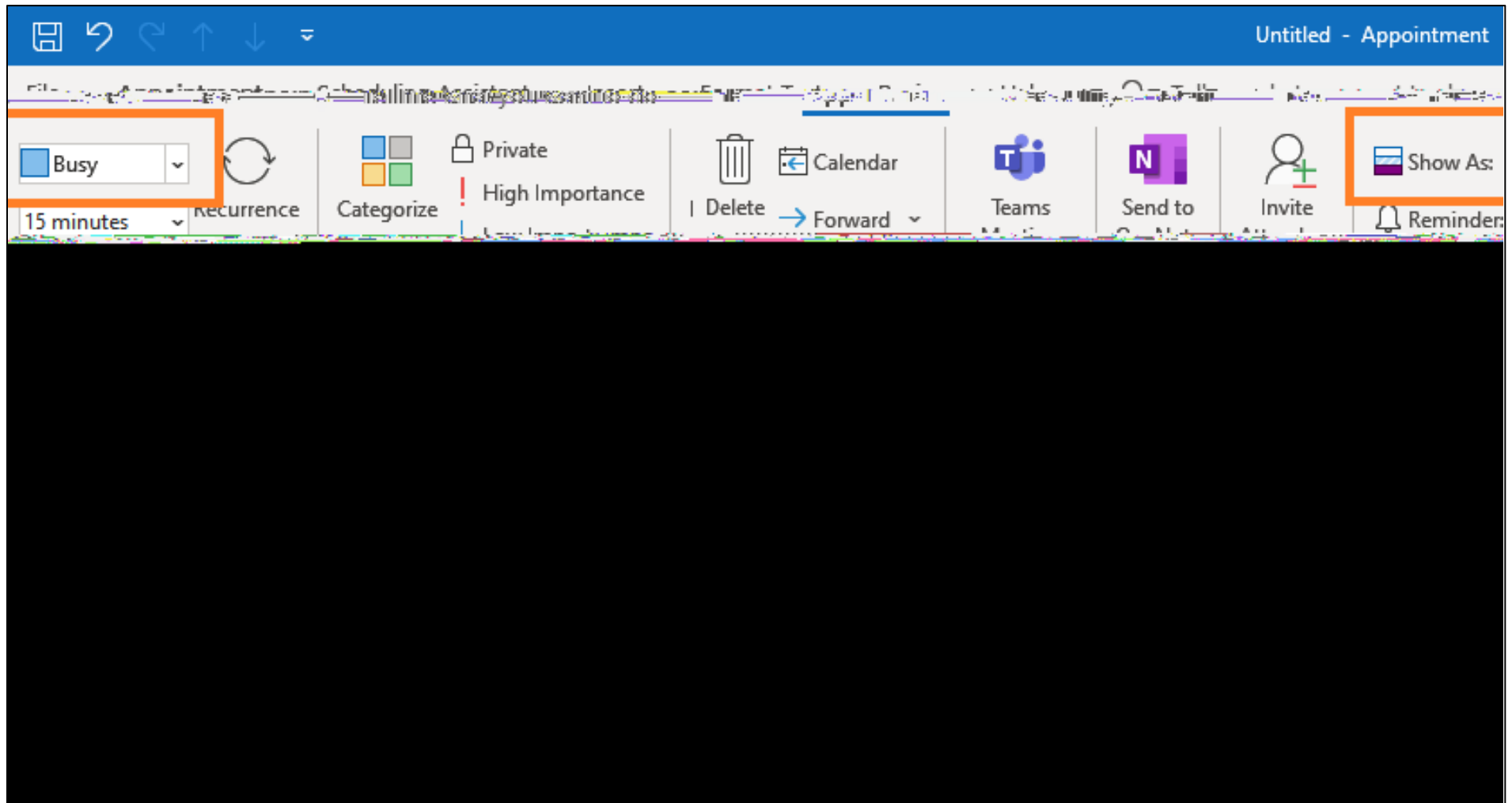


Step 7: Calendar sync is complete!



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

My Calendar

Calendar View: List of Calendar Items

For items view here: [Calendar Items View](#).

The calendar view is a graphical representation of the calendar. If you need a **fully accessible** interface, please use the list of calendar items.

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

November 2022

| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----|-----------------------|---------|-----------|----------|--------|--------------------------|--------|
| 1 | 8am Busy 10am Busy | | | | | | |
| 2 | | | | | | 10am Busy 3:30pm Busy | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |