

Migrating Calendar Sync to Graph API

This is a set of instructions for how to sync or resync your calendar once your institution has migrated to Graph API from EWS. These instructions will be integrated into the main Calendar Sync article when Graph API is available to the partnership at large.

This guide assumes your institution already has Graph API turned on because that requires EAB staff help.

Setting Up Calendar Sync for a New User

This section explains how a new user syncs their calendar after your institution turns on Graph API. Only sync your calendar in the live platform, not your institution's training platform, and only sync one professional calendar to Navigate.

Steps

Select the calendar icon in the left navigation bar. Once on the My Calendar page, select the **Settings and Sync** button.



Figure 1. My Calendar page with Settings and Sync button visible

On the Calendar Settings page, select Setup Sync...

Calendar Settings	
	CA Last Sync: N/A
	Setup Sync

Figure 2. Calendar Settings page when no sync has been set up

If you see the following screen, click the button that says **Use Office365 (Latest Version)** at the top of the list of options, as in figure 3.

Calendar Settings:	Setup		
	Please Choose Your Calendar Application:		
	Your school prefers the latest Use Office 365 (Latest Version) × Office 365 Sync.		
	Microsoft Outlook		
	Google Calendar		
	Other Applications		
	Go back		

Figure 3. Calendar Settings page with button to start new sync

If you click **Microsoft Outlook** instead of the **Use Office365 (Latest Version)** button, you choose your Microsoft Outlook sync. Select **Microsoft Office 365 (Latest Version)** from the options.

Calendar Settings: Se	tup	
c	hoose Sync For Microsoft Outlook: Microsoft Office 365 (Latest Version)	
	Microsoft Office 365 (Previous Version)	
	Go back	

Figure 4. Selecting Outlook sync from list of Microsoft Outlook options

Regardless of which method you choose, the Microsoft login and authorization page opens. The page tells you to pick an account. Choose your professional account.

	icrosoft an account	
Å	Judy Lee Graph eab_J_graph@eabdev.onmicrosoft.com Signed in	:
+	Use another account	

Figure 5. Microsoft login and authorization page

If you log in successfully, you see a page requesting permissions.

Microsoft
eab_jl_graph@eabdev.onmicrosoft.com
Permissions requested
EAB Calendar Integration version 2 (Dev)
This application is not published by Microsoft or your organization.
This app would like to:
\checkmark 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. The publisher has not provided links to their terms for you to review. You can change these permissions at https://mappt.microafcom.Show details.
Does this app look suspicious? Report it here
Cancel Accept

Figure 6. Page requesting permissions for new calendar sync

Select **Accept**. The page redirects to the Navigate Calendar Settings page, with a success message and information about the sync on display.

Office 365 connection successful!		×
Calendar Settings		
	Microsoft Office 365 (Latest Version): jlee@eabsupport.onmicrosoft.com	
	S	
	Retry Sync	
	Disconnect Sync	

Figure 7. Calendar Settings page after a successful Graph API sync

Resyncing a User's Calendar with GraphAPI

This section explains how a user who is already using calendar sync resyncs their calendar after your institution turns on Graph API.

Steps

Select the calendar icon in the left navigation bar. Once on the My Calendar page, select the **Authorize Office365** button.

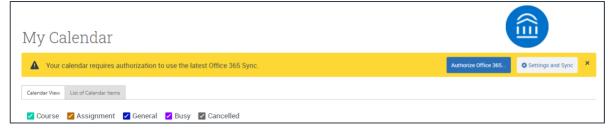


Figure 8. My Calendar page with upgrade message

You can also open Calendar Settings and click the Authorize Office365 button there.

Calendar Settings	
	• Your calendar requires authorization to use the latest Office 365 Sync.
	Microsoft Office 365: eab_lLgraph@eabdev.onmicrosoft.com
	Retry Sync
	Disconnect Sync

Figure 9. Authorize Office365 button on Calendar Settings page

In either situation, once you select **Authorize Office 365**, you are redirected to a Microsoft login page. Select your correct professional account for authorization.

Microsoft Pick an account
Judy Lee Graph exb. J. graph@exbdev.onmicrosoft.com Signed in
Use another account

Figure 10. Selecting professional account on Microsoft login page

If you log in successfully, you see a page requesting permissions.

Microsoft
eab_jl_graph@eabdev.onmicrosoft.com
Permissions requested
EAB Calendar Integration version 2 (Dev)
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. The publisher has not provided links to their terms for you to review. You can change these permissions at https://wgspp.microsoft.com. Show details
Does this app look suspicious? Report it here
Cancel Accept

Figure 11. Page requesting permissions for new calendar sync

Select **Accept**. The page redirects to the Navigate Calendar Settings page, with a success message and information about the sync on display. It can take up to 30 minutes for the resync to finish.

Office 365 connection successful!		×
Calendar Settings	It may take up to 30 minutes to upgrade your calendar to the latest Office 365 Sync.	
	Retry Upgrade	
	Disconnect Sync	

Figure 12. Calendar Settings page after a successful Graph API sync