1 Nav	igate to <u>https://tamu.campus.eab.com/home</u>
2 From	m the Staff Homepage, click the Calendar icon from the left-hand menu.
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	Staff Home
	Students Appointments My Availability Appointment Queues Appointment Requests
Cal	endar signed Students
	List Type: Assigned Students - Term: Full Yr Professional 20 Relationship Type: All Relationship Type
	Actions *
*	□ NAME
€	No matching records found

Open "Settings and Sync" by clicking the button on the upper right-hand side of the screen.

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rface, please use the list of calendar items view here: <u>Calendar Items View</u> .	Ā	Settings and Sync
ol Wide Event		
	Print Calendar (PDF) today	Add Calendar Event

<u>(</u> !)	
Last Sync: N/A	
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5 Choose "Microsoft Office 365 (Latest Version)" to sync to Outlook calendar.

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	Calendar Settings: Setup
	Please Choose Your Calendar Application:
	Google Calendar
*	Other Applications
€	
	Go back
B	EAB Privacy Policy > Legal Disclaimer > Terms of Use > Download Acrobat Reader > Page last refreshed at 11:25am
3	© 2024 EAB. All Rights Reserved. Release Version: 24.11.2
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Choose your email account to sync. Be sure to check your email address for your NetID.

Microsoft		
Pick an account		
Hawkins, Kaylyn khawkins@tamu.edu Signed in	:	
+ Use another account		

6

7	Success message will pop up	in bottom right-hand corner once sync is successful.
	Retry Upgrade Disconnect Sync	
<u>≥ader</u> ≯		Page last refreshed at 11:26am All times listed are in Central Time (US & Canada) <u>Additional Modes</u> -
		▲ Office 365 connection successful! ×

8 Click the "Calendar" icon again to view your calendar. You should see busy/free events from your Outlook.

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Ð	My Calendar						Ă Ĺ M
3	Calendar View List of Calendar I	Items					Settings and Sync
•	Calendar						
Ì	The calendar view is a graphical Checking/unchecking the legend bo	representation of the calendar. xes will show/hide corresponding e	. If you need a fully accessible interface, events on the calendar	please use the list of calendar items	view here: Calendar Items View.		
Ð	Course Z Assignme	ent 🔽 General 🗾 Bus al Time (US & Canada)	sy 🛛 Cancelled 🛛 School W	ide Event		-	
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If you do not see events on your calendar, you can check the status of your sync by going back to "Settings and Sync".

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		Settings and Sync
race, please use the list of calendar items view here. <u>Calendar items view</u> .		
ol Wide Event	Print Calendar (PDF)	Add Calendar Event
	today < day	week month >

10 View sync status. You should see a recent date/time for last sync. If date/time is significantly delayed or out of date, you may need to resync your calendar.

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	Calendar Settings		Ă L M	
				
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		5		
*		Last Sync: 07/08/2024 At 11:26 AM		
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