

Set up Microsoft Office 365 sync in TAMU EAB.

1 Navigate to <https://tamu.campus.eab.com/home>

2 From the Staff Homepage, click the Calendar icon from the left-hand menu.

Navigate360 | STUDENT SUCCESS

Staff Home

Students Appointments My Availability Appointment Queues Appointment Requests

Calendar

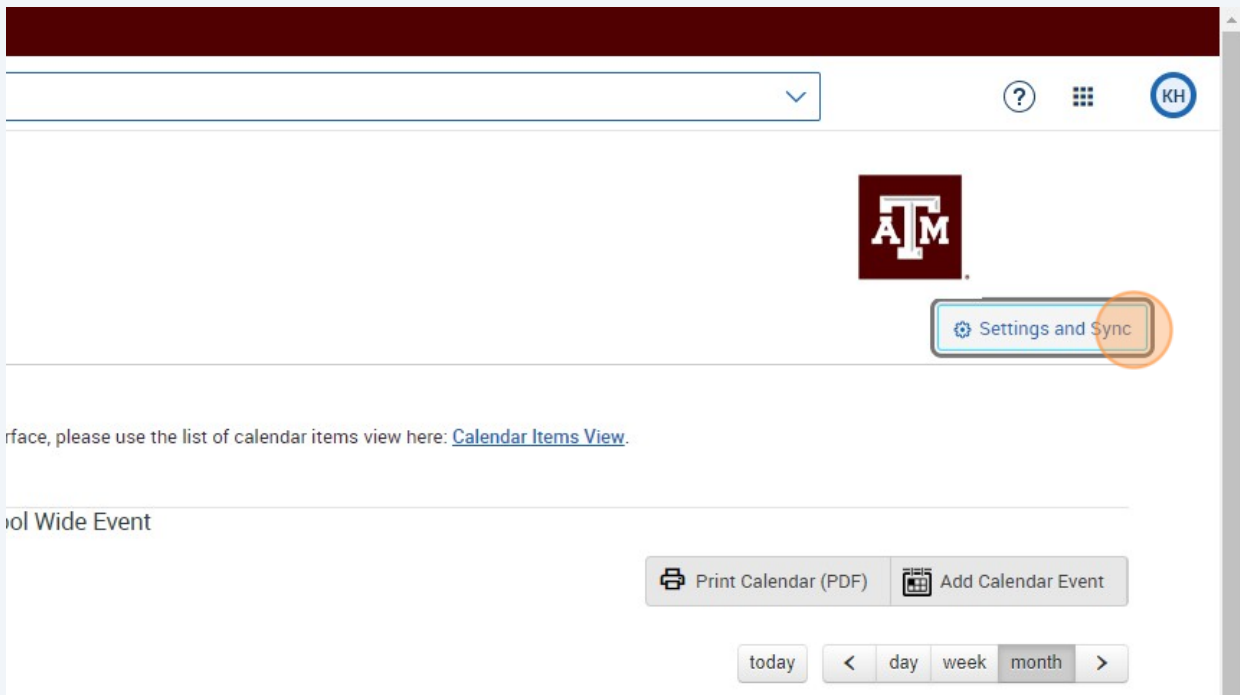
Signed Students

List Type: Assigned Students Term: Full Yr Professional 20... Relationship Type: All Relationship Typ

Actions	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEV
No matching records found					

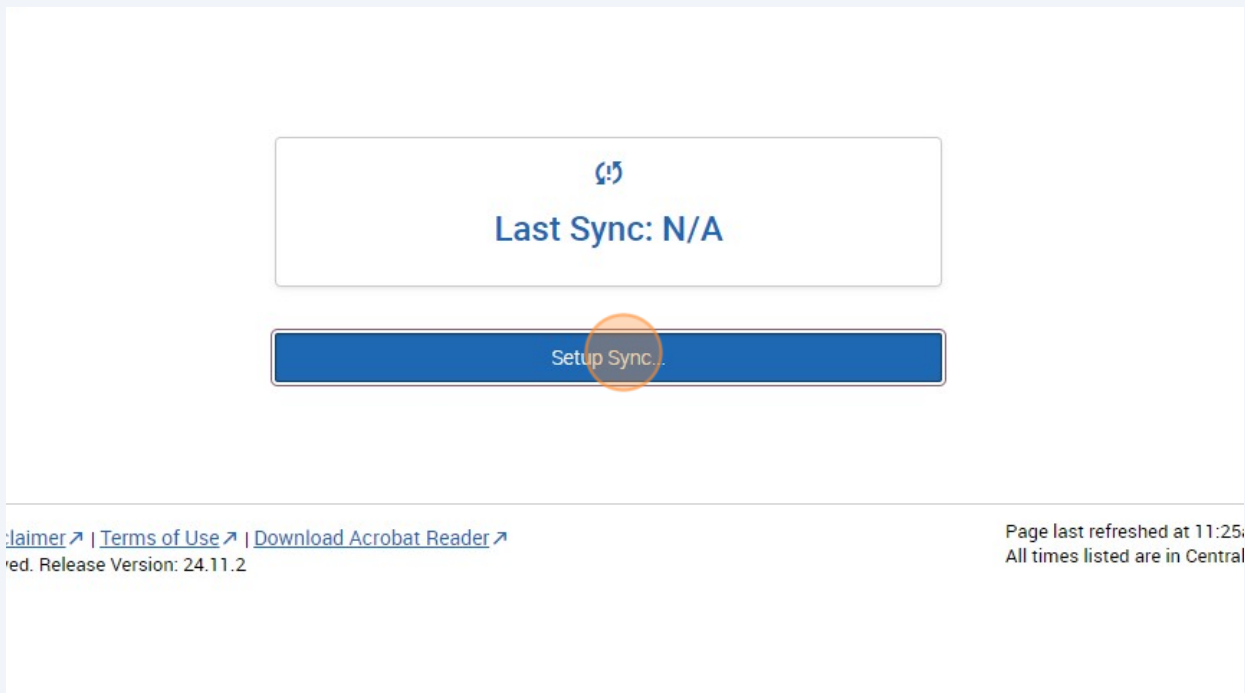
3

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



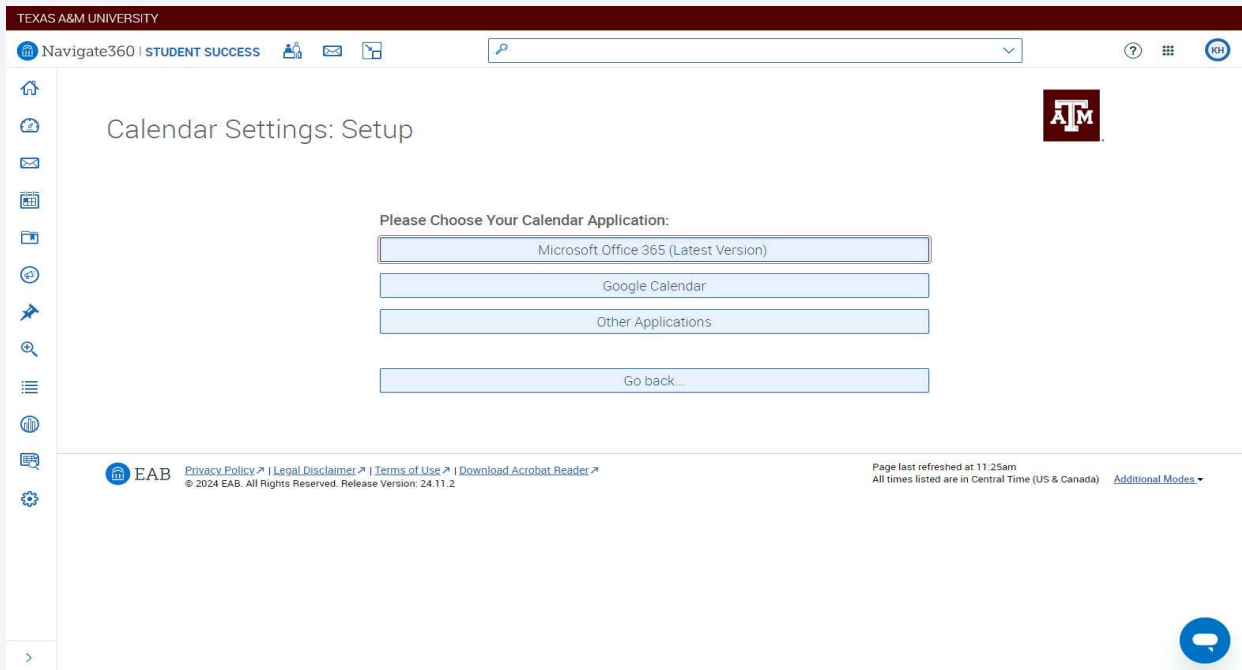
4

Select "Setup Sync..." by clicking button.



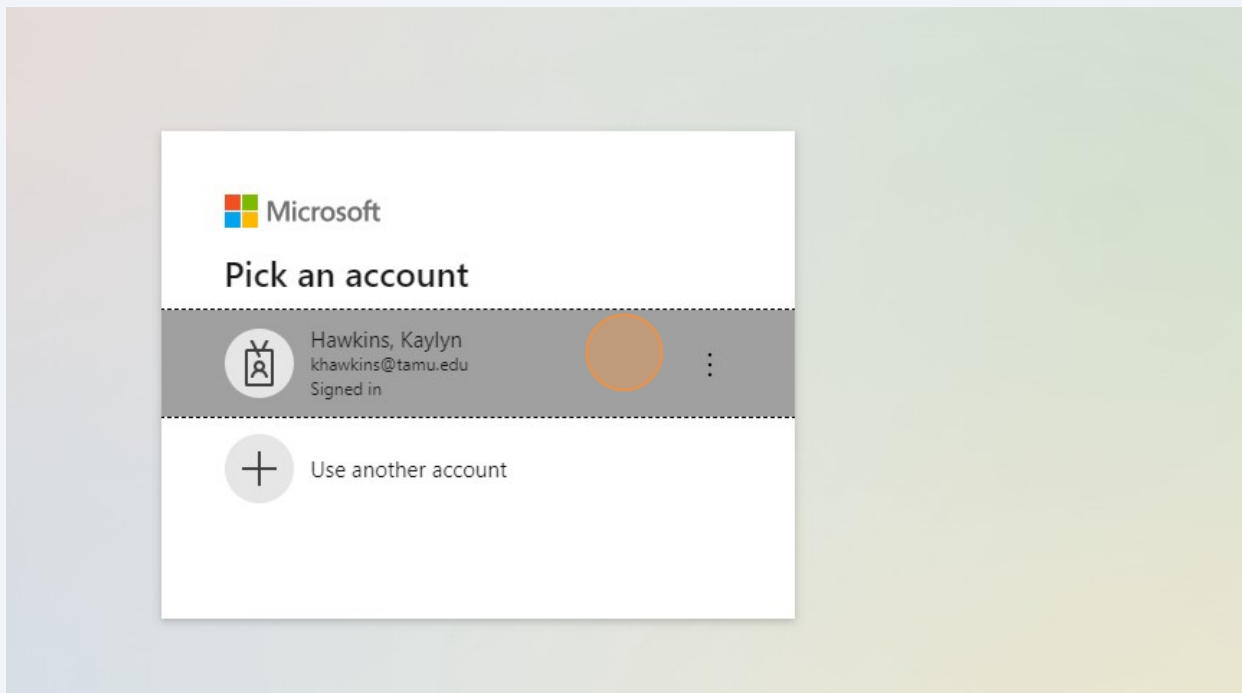
5

Choose "Microsoft Office 365 (Latest Version)" to sync to Outlook calendar.



6

Choose your email account to sync. Be sure to check your email address for your NetID.



7

Success message will pop up in bottom right-hand corner once sync is successful.

The screenshot shows a web interface with two buttons at the top: "Retry Upgrade..." and "Disconnect Sync...". Below these buttons, there is a header area with the text "Page last refreshed at 11:26am" and "All times listed are in Central Time (US & Canada)" followed by a link for "Additional Modes". At the bottom right, a yellow notification box displays the message "Office 365 connection successful!" with a close button (X).

8

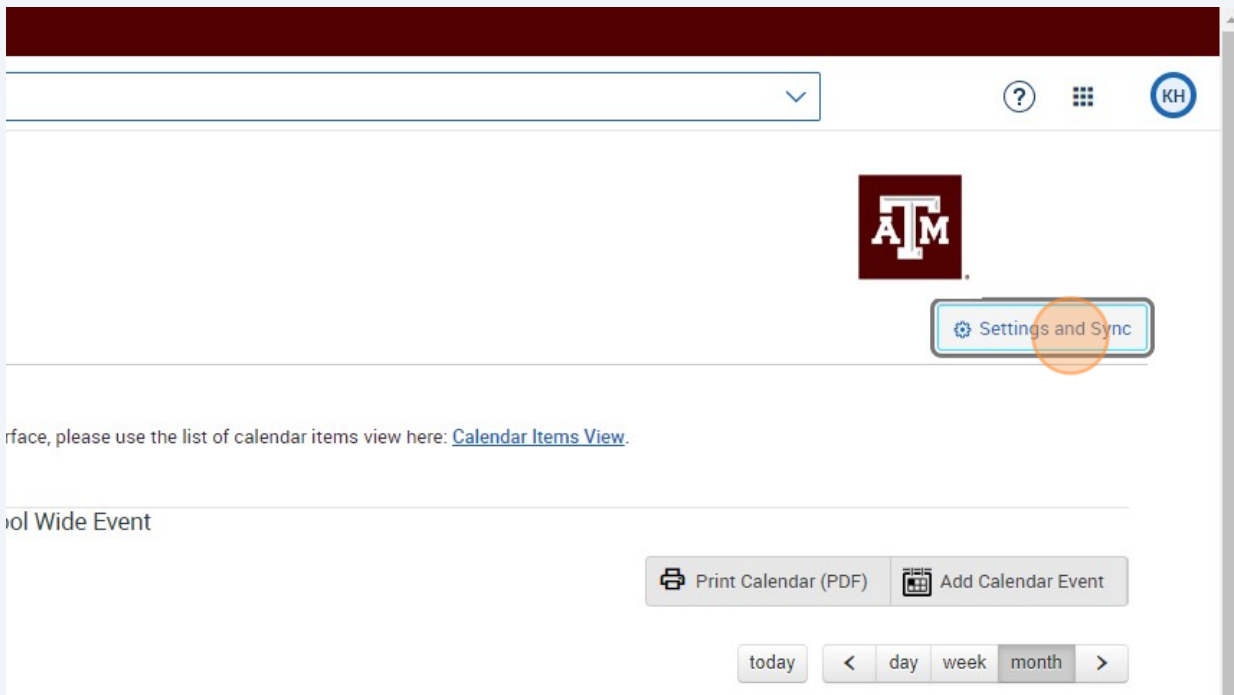
Click the "Calendar" icon again to view your calendar. You should see busy/free events from your Outlook.

The screenshot displays the "My Calendar" interface for Texas A&M University. The page title is "My Calendar" and it includes a navigation menu with "Calendar View" and "List of Calendar Items". A legend section allows users to filter events by type: Course, Assignment, General, Busy, Cancelled, and School Wide Event. The main calendar view shows a grid for July 2024 with various busy events. A "Calendar" icon in the left sidebar is highlighted with a tooltip. The interface also includes options to "Print Calendar (PDF)" and "Add Calendar Event".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
		9am Busy 9am Busy 11am Busy 1pm Busy	12pm Busy	Busy		
7	8	9	10	11	12	13
	Busy	1pm Busy	1pm Busy			
14	15	16	17	18	19	20
	8:30am Busy 1:30pm Busy	8:15am Busy 1pm Busy 1pm Busy 3pm Busy		9am Busy		

9

If you do not see events on your calendar, you can check the status of your sync by going back to "Settings and Sync".



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.

