

## BoilerConnect – Calendar Sync

### Overview:

If students are going to be scheduling appointments with you through the BoilerConnect platform, we strongly recommend syncing your calendar so that appointments can flow between your BoilerConnect calendar and professional calendar (typically Outlook), blocking off that time and preventing double booking.

### Step 1 – Log in:

Log in to [www.purdue.edu/boilerconnect](http://www.purdue.edu/boilerconnect).

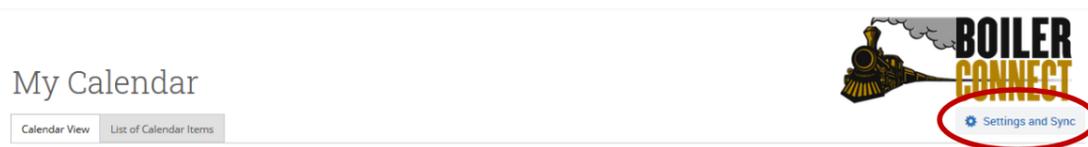
### Step 2 – Navigate to the Calendar screen

Click on the Calendar icon located in the navigations ribbon on the left side of the screen.



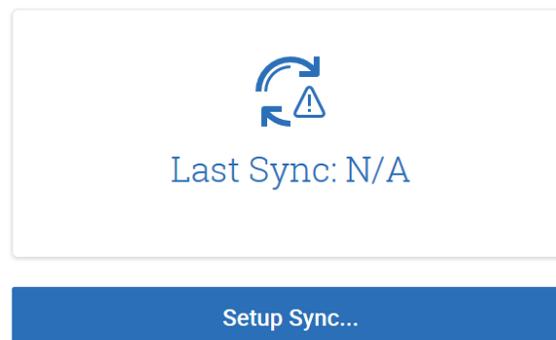
### Step 3 –

Click the Settings and Sync button near the top right side of the screen.



### Step 4 –

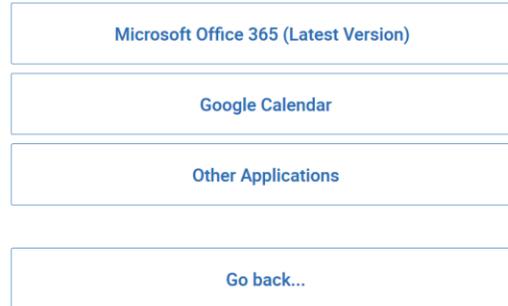
The calendar settings page will open. If you have not yet set up a sync, you will see the image below. Click **Setup Sync**.



## Step 5 –

The calendar settings: setup page will open. Choose **Microsoft Office 365 (Latest Version)**.

Please Choose Your Calendar Application:



Microsoft Office 365 (Latest Version)

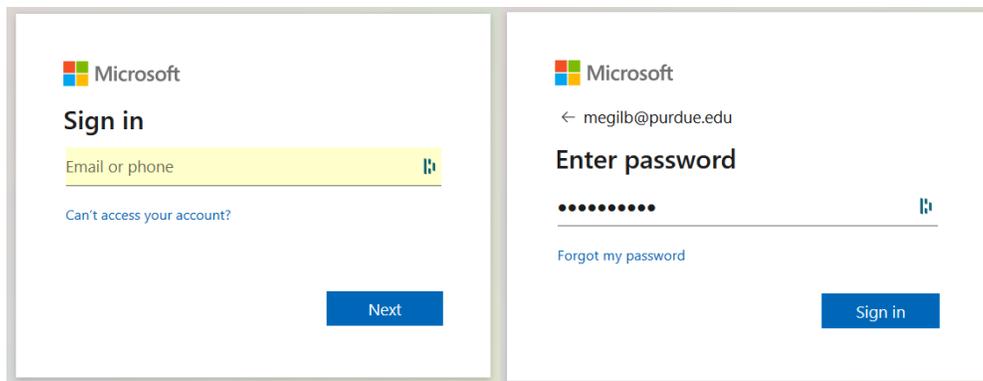
Google Calendar

Other Applications

Go back...

## Step 6 – Sign-in to Office 365

You will be prompted to sign-in to Office 365 with your **Purdue Career Account** information (note: this is your password, not your BoilerKey code).



Microsoft

Sign in

Email or phone

Can't access your account?

Next

Microsoft

< megilb@purdue.edu

Enter password

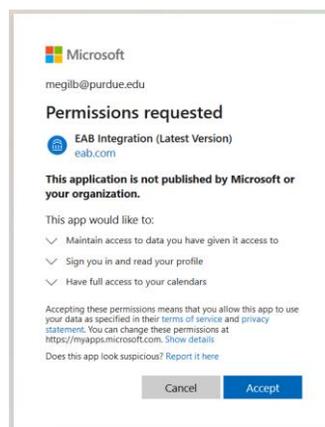
.....

Forgot my password

Sign in

## Step 7 – Grant Access

Office 365 will ask you to grant permission for the application to access your calendar. Click **Accept** to authorize and begin syncing.



Microsoft

megilb@purdue.edu

Permissions requested

EAB Integration (Latest Version)  
eab.com

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. You can change these permissions at <https://myapps.microsoft.com>. Show details

Does this app look suspicious? Report it here

Cancel Accept

### Step 8 – Sync Successful

The browser will return to the Calendar screen in BoilerConnect where it will indicate a successful sync to the latest version of Office 365 or display any applicable error messages.

