Graduate Student Account Calendar Sync

Graduate students should follow these steps to sync their calendars after receiving EAB access for their role accounts.

Please follow these steps to start the OAuth calendar sync process –

- Log out of student Okta account.
- Clear cache and internet history
- You will be prompted to log back into Okta after the Microsoft login screen – log in with role account instead of personal email account
- Go into EAB and select the calendar icon on the left side of the homepage
- In “My Calendar” click on “Settings and Sync” in the left side of the page
- Select “Set up Calendar Sync”
- You will be prompted to log in with your role account