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