Migrating Calendar Sync to Graph API

This is a set of instructions for how to sync or resync your calendar once your institution has migrated to Graph API from EWS. These instructions will be integrated into the main Calendar Sync article when Graph API is available to the partnership at large.

This guide assumes your institution already has Graph API turned on because that requires EAB staff help.

Setting Up Calendar Sync for a New User

This section explains how a new user syncs their calendar after your institution turns on Graph API. Only sync your calendar in the live platform, not your institution's training platform, and only sync one professional calendar to Navigate.

Steps

Select the calendar icon in the left navigation bar. Once on the My Calendar page, select the **Settings and Sync** button.

Figure 1. My Calendar page with Settings and Sync button visible
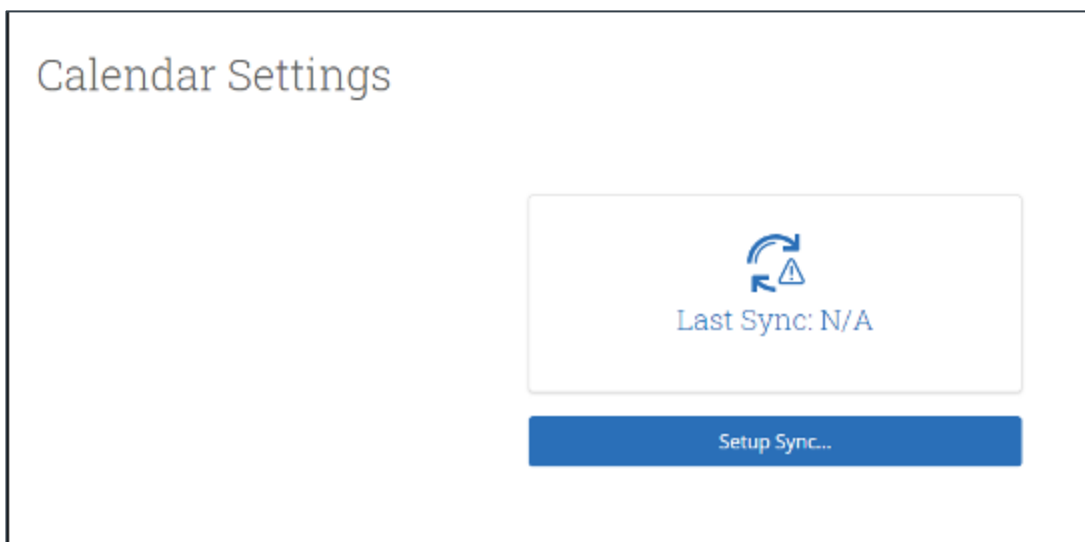
On the Calendar Settings page, select **Setup Sync…**

Figure 2. Calendar Settings page when no sync has been set up

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If you see the following screen, click the button that says **Use Office365 (Latest Version)** at the top of the list of options, as in figure 3.
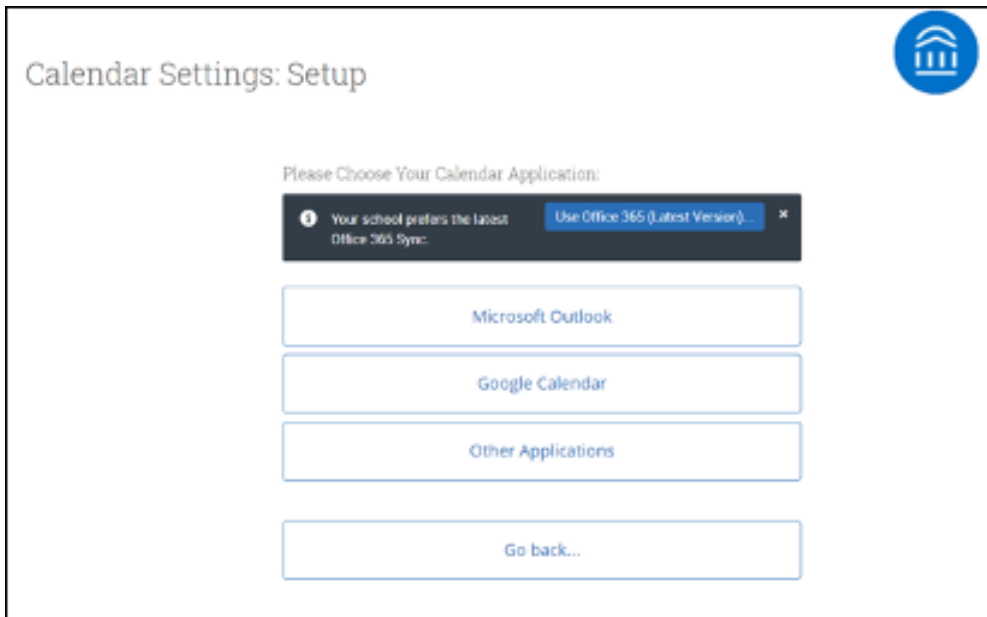

Figure 3. Calendar Settings page with button to start new sync

If you click **Microsoft Outlook** instead of the **Use Office365 (Latest Version)** button, you choose your Microsoft Outlook sync. Select **Microsoft Office 365 (Latest Version)** from the options.
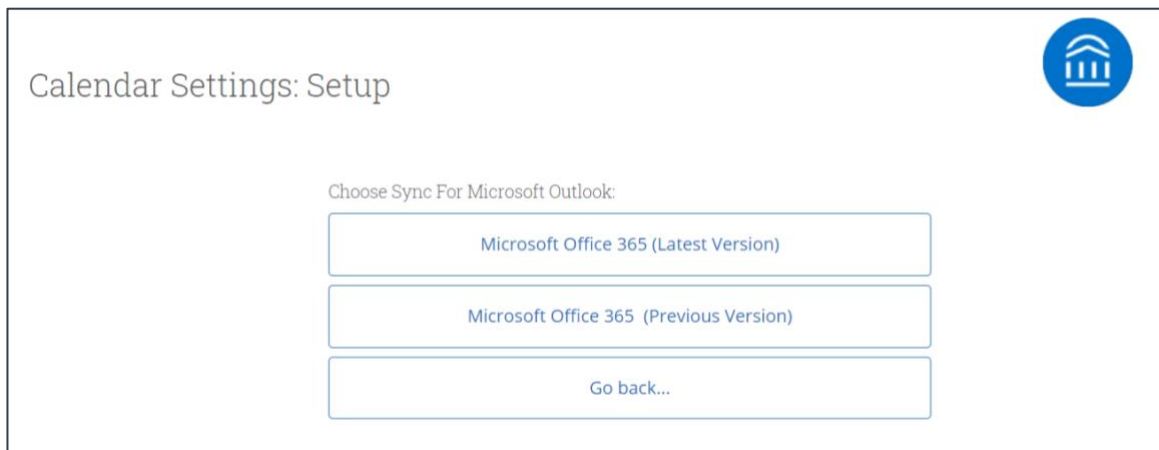

Figure 4. Selecting Outlook sync from list of Microsoft Outlook options

Regardless of which method you choose, the Microsoft login and authorization page opens. The page tells you to pick an account. Choose your professional account.
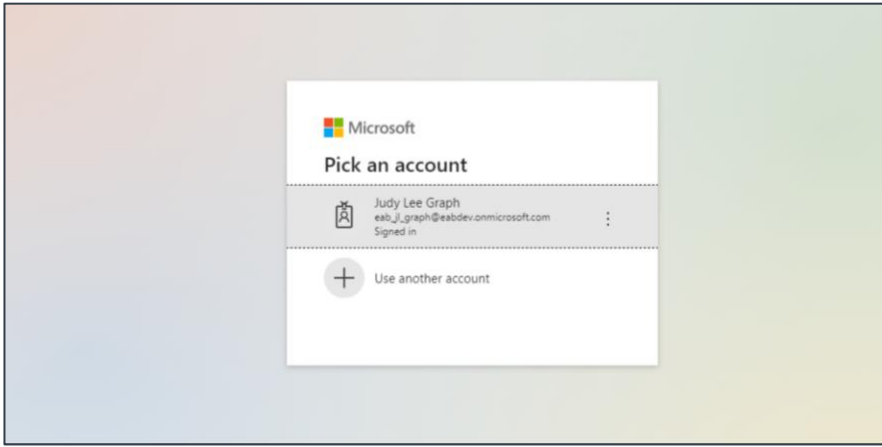
Figure 5. Microsoft login and authorization page

If you log in successfully, you see a page requesting permissions.
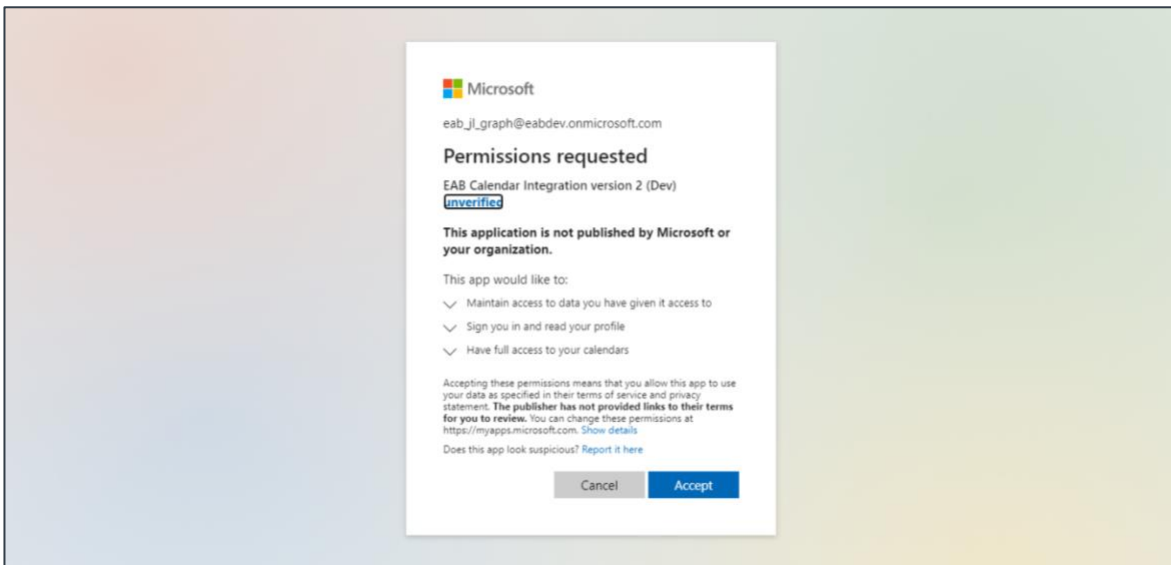

Figure 6. Page requesting permissions for new calendar sync

Select **Accept**. The page redirects to the Navigate Calendar Settings page, with a success message and information about the sync on display.
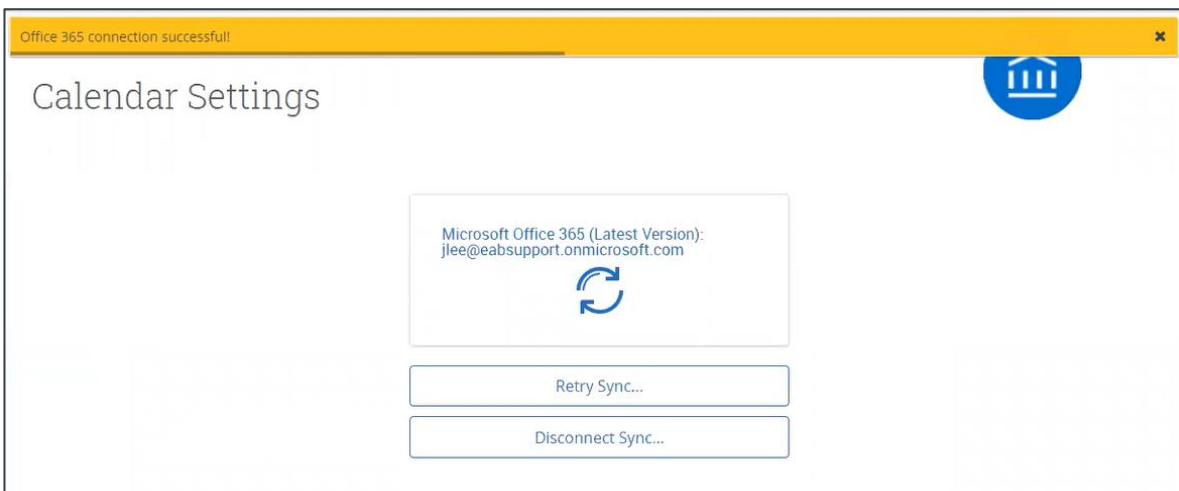

Figure 7. Calendar Settings page after a successful Graph API sync

Resyncing a User's Calendar with GraphAPI

This section explains how a user who is already using calendar sync resyncs their calendar after your institution turns on Graph API.

Steps

Select the calendar icon in the left navigation bar. Once on the My Calendar page, select the **Authorize Office365** button.
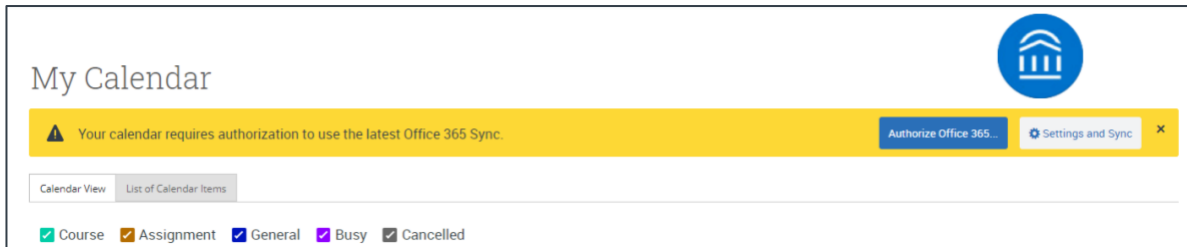

Figure 8. My Calendar page with upgrade message

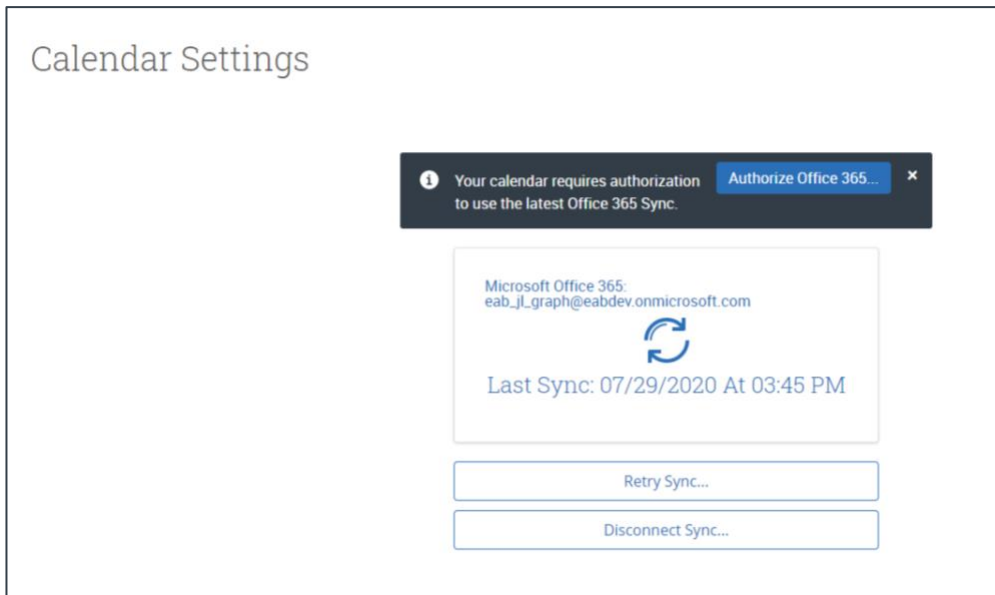You can also open Calendar Settings and click the **Authorize Office365** button there.

Figure 9. Authorize Office365 button on Calendar Settings page

In either situation, once you select **Authorize Office 365**, you are redirected to a Microsoft login page. Select your correct professional account for authorization.
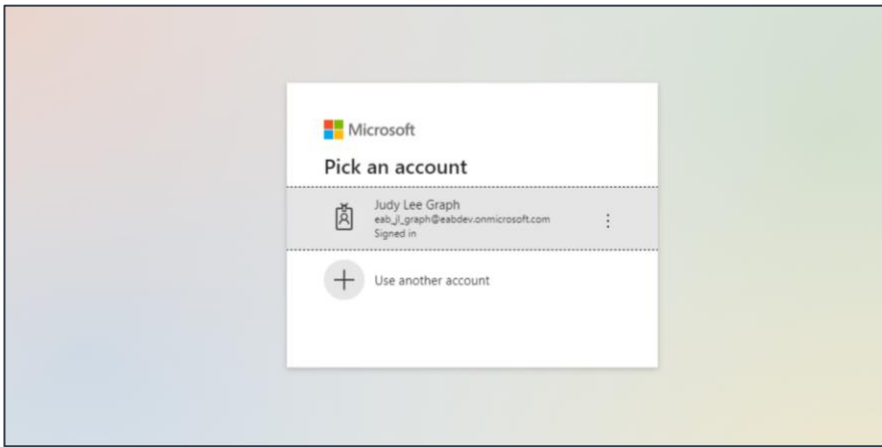
Figure 10. Selecting professional account on Microsoft login page

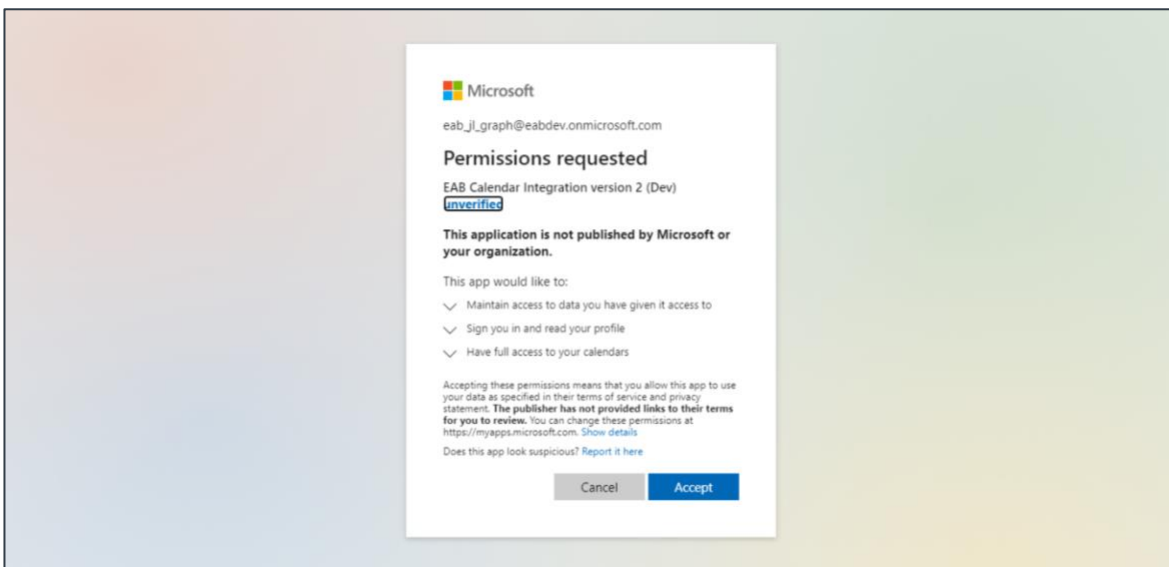If you log in successfully, you see a page requesting permissions.

Figure 11. Page requesting permissions for new calendar sync

Select **Accept**. The page redirects to the Navigate Calendar Settings page, with a success message and information about the sync on display. It can take up to 30 minutes for the resync to finish.
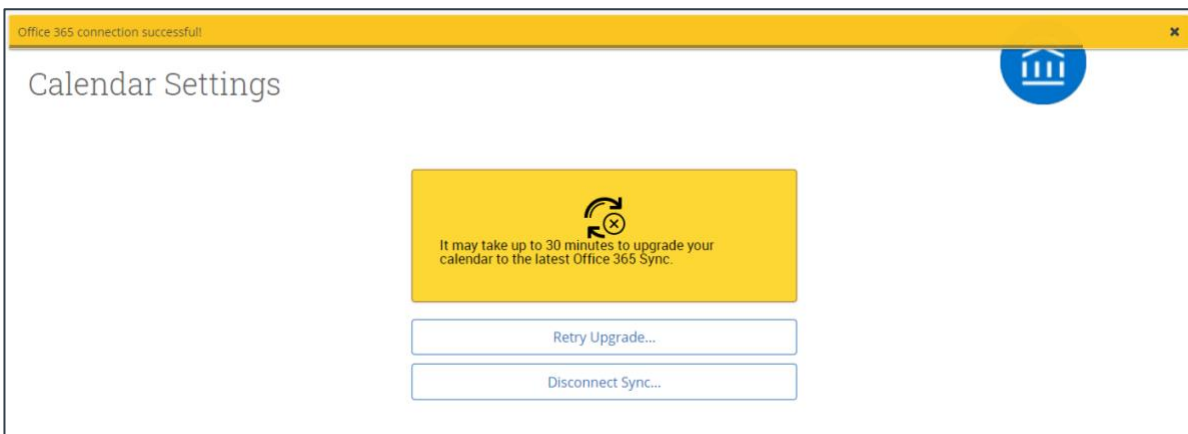

Figure 12. Calendar Settings page after a successful Graph API sync