Calendar Integration: Advising Works & Office 365

Step 1: Grant Delegate Access to EAB Service Account

*Note: Step 1 was pre-emptively configured for all advisors shortly before the launch of AdvisingWorks. You will need to complete this process manually if you were not added to the system at that time.

1. Log into Office 365.
2. Click the Office 365 App Menu.
3. Select Calendar from the Office 365 app menu.
4. Right click your calendar under Your Calendars.
5. Click Sharing Permissions.
6. Type eabservice@wayne.edu in the Share with: field and click the Tab key on your keyboard.
7. Select Can Edit from the permissions drop down menu.
8. Click **Share**.

**Step 2: Set Up Exchange Calendar Integration in AdvisingWorks**

1. Log into *Advising Works*.
2. Click the **Calendar** icon from the left menu.
3. Click the **Subscriptions** tab under *My Calendar*.
4. Click the **Setup Exchange Calendar Integration** option.
5. Verify the **Exchange Mailbox** field is filled in with your email address.
6. Click the **Connect with Exchange** button.

Note: This step may take a few minutes to enable and then sync depending on the size of the calendar.