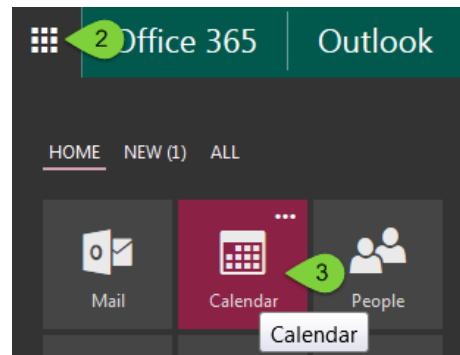# Calendar Integration: Advising Works & Office 365

March 16, 2017

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**.
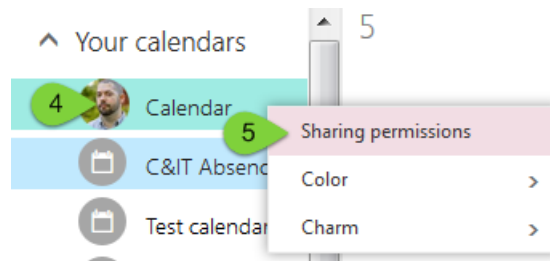
6. Type eabservice@wayne.edu in the **Share with:** field and click the **Tab** key on your keyboard.

7. Select **Can Edit** from the permissions drop down menu.

March 16, 2017

Share this calendar: Calendar

Send a sharing invitation in email.

EA **EAB Service Account**
EABService@wayne.edu

Can edit 7 ▼ **Share** 8

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.**

My Calendar

| Calendar View | List of Calendar Iter 3 | Subscriptions |

SUBSCRIPTIONS

| 📇 Setup Calendar Integration
No calendar integrations yet | ↕ Setup Free/Busy Integratio 4
No free/busy integrations yet | 📇 Setup Exchange Calendar Integration
Last updated at 03/16/2017 10:44 AM |

4. Click the **Setup Exchange Calendar Integration** option.
5. Verify the **Exchange Mailbox** field is filled in with your email address.

Exchange Mailbox

am1984@wayne.edu 5

Please verify this email is your Exchange mailbox.
Contact support if the email needs changing.

6. Click the **Connect with Exchange** button.

Connect with Exchange

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