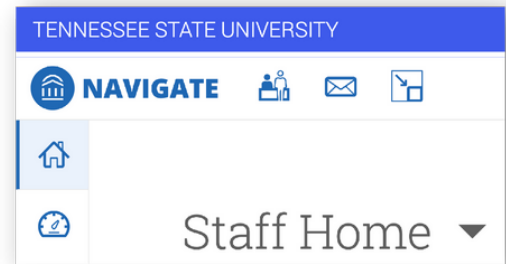


# Syncing Your Calendar

Full Time Staff Only

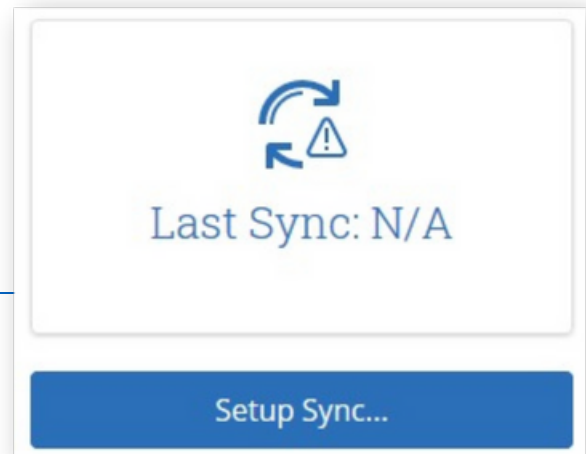
**Step 1:** From the TSU EAB Appointments home screen, choose the **Calendar** menu option on the left side of the screen.



**Step 2:** On the Calendar screen, underneath the Tennessee State University logo, you will see an option for Settings and Sync. This contains the options necessary for syncing your Outlook Calendar with EAB. Click this option.



**Step 3:** If your Outlook Calendar is not synched with EAB, It will ask you to set up sync like the image to the left. Choose "Setup Sync...". Any other options present here means EAB is actively syncing with your calendar, or has encountered a problem in the past. If you believe this is in error, please contact eabnavigate@tnstate.edu with details about what is not working.

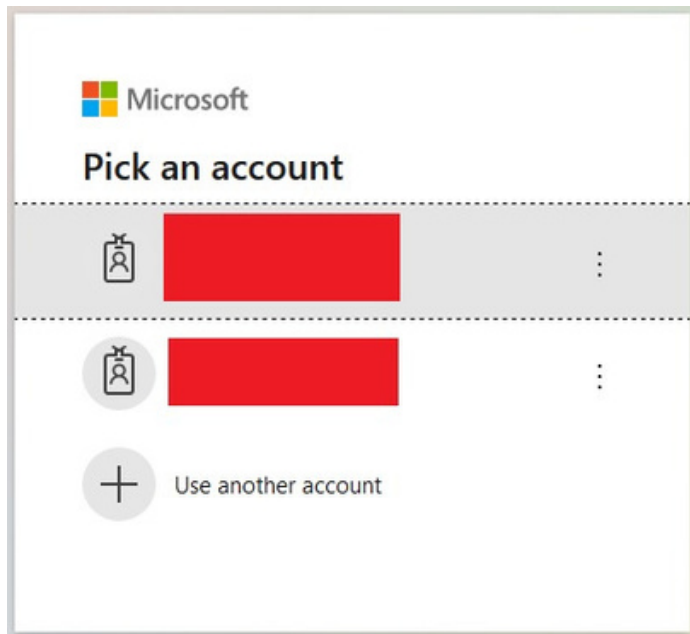
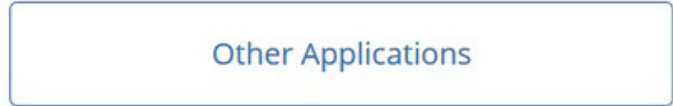
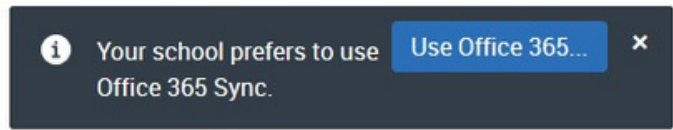


# Syncing Your Calendar

Full Time Staff Only

Please Choose Your Calendar Application:

**Step 4:** Choose the "Use Office 365..." option as shown to the right. EAB provides alternative options, however these are not officially supported by TSU and we cannot provide assistance if there are problems with these options.



**Step 5:** you will be redirected to a Microsoft login screen. If you have signed into a Microsoft product like Outlook, OneNote, or Office Online before, then it will show a list of your linked accounts.

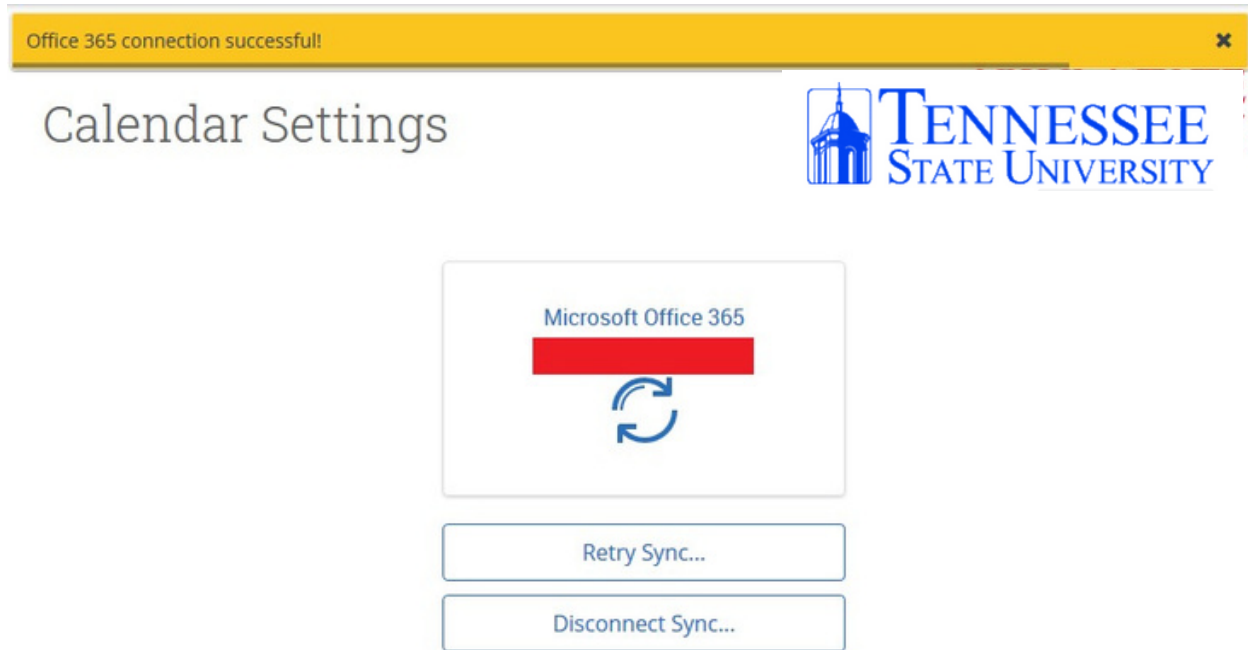
If your TSU ID is not present, then choose the "Use another account" option at the bottom.

**Please Note:** This step may take you to an TSU authentication screen.

# Syncing Your Calendar

Full Time Staff Only

**Step 6:** Once a correct account is linked, you will be brought back to the EAB Calendar Settings page below. It will take up to a half hour for EAB to sync your calendar. You can leave this page while the calendar syncs behind the scenes. **If you ever need to return to this area, you can follow steps 1 & 2.**



EAB checks for Outlook calendar updates on a regular cycle, but if you want to force an update, you can click the "Retry Sync..." button above. Finally, if you need to disconnect your calendar for any reason, you can choose to do so from this area.