

Can I sync my MavCONNECT calendar to my Outlook calendar?

Yes!

1. You will need to find the Calendar tab on your Staff Profile and open your calendar.
2. Find the Flame icon and the “Settings and Sync” button.
3. Click on it to open the sync settings and click “Setup Sync” to start the syncing process.
4. Find the Microsoft 325 option and follow the prompts to set up your sync. **NOTE:** MavCONNECT will only sync with the official University email provider. Although other email options are listed, only Microsoft Office will work.

The screenshot illustrates the process of syncing a calendar through the MavCONNECT interface. It is divided into four steps:

- Step 1:** A box highlights the calendar icon in the left-hand navigation menu.
- Step 2:** A box highlights the 'Settings and Sync' button located below the university logo.
- Step 3:** A box highlights the 'Setup Sync...' button at the bottom of the sync settings page.
- Step 4:** A box highlights the 'Please Choose Your Calendar Application:' section, which lists options: Microsoft Office 365 (Latest Version), Google Calendar, Other Applications, and Go back...

The main interface shows the 'Staff Home' page with tabs for 'Students', 'Appointments', and 'My'. The 'Available Times' section is visible, showing a table with columns for 'DAYS OF WEEK' and 'TIMES'. The 'Settings and Sync' button is highlighted with a box labeled 'Step 2'. Below it, the 'Last Sync: N/A' status is shown, and the 'Setup Sync...' button is highlighted with a box labeled 'Step 3'. To the right, the 'Please Choose Your Calendar Application:' section is highlighted with a box labeled 'Step 4', showing a list of options: Microsoft Office 365 (Latest Version), Google Calendar, Other Applications, and Go back...