

# 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.

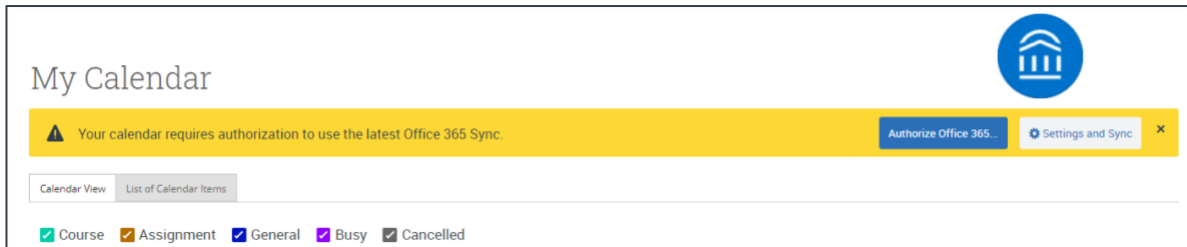


Figure 8. My Calendar page with upgrade message

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

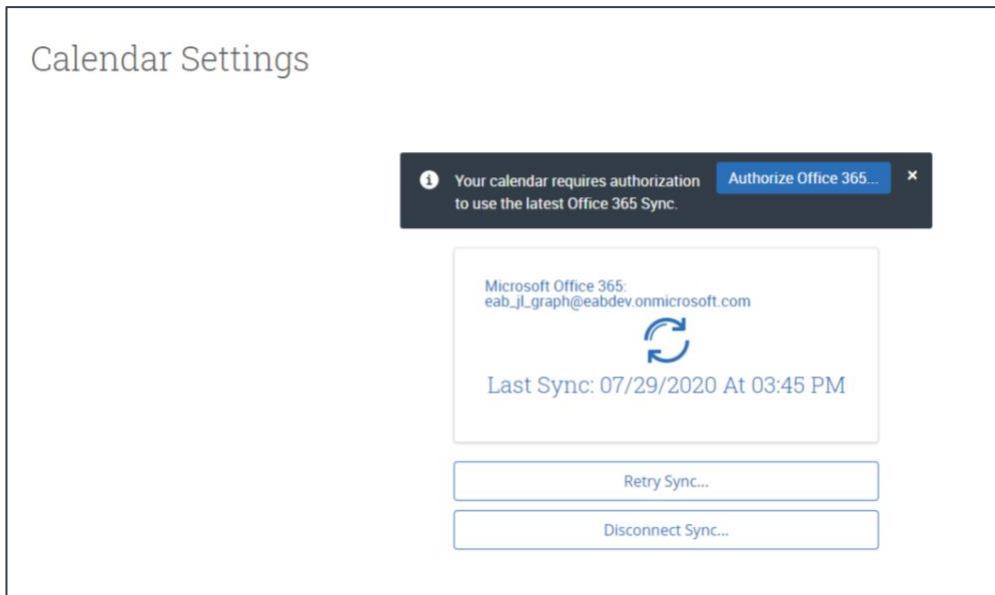


Figure 9. Authorize Office365 button on Calendar Settings page

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

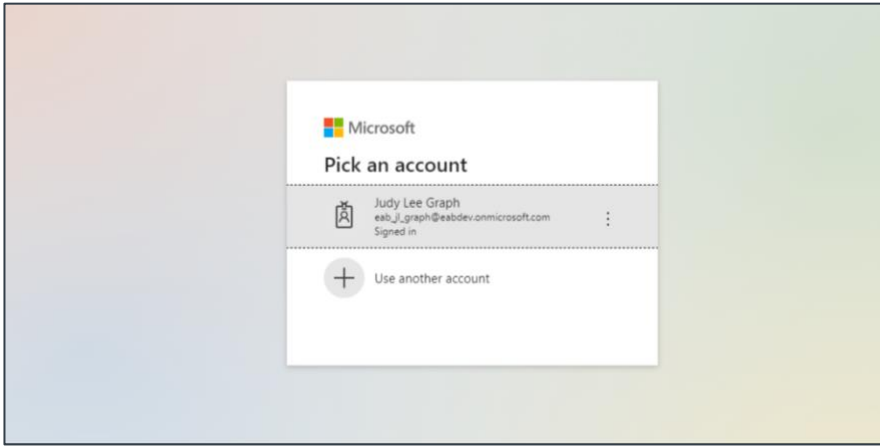


Figure 10. Selecting professional account on Microsoft login page

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

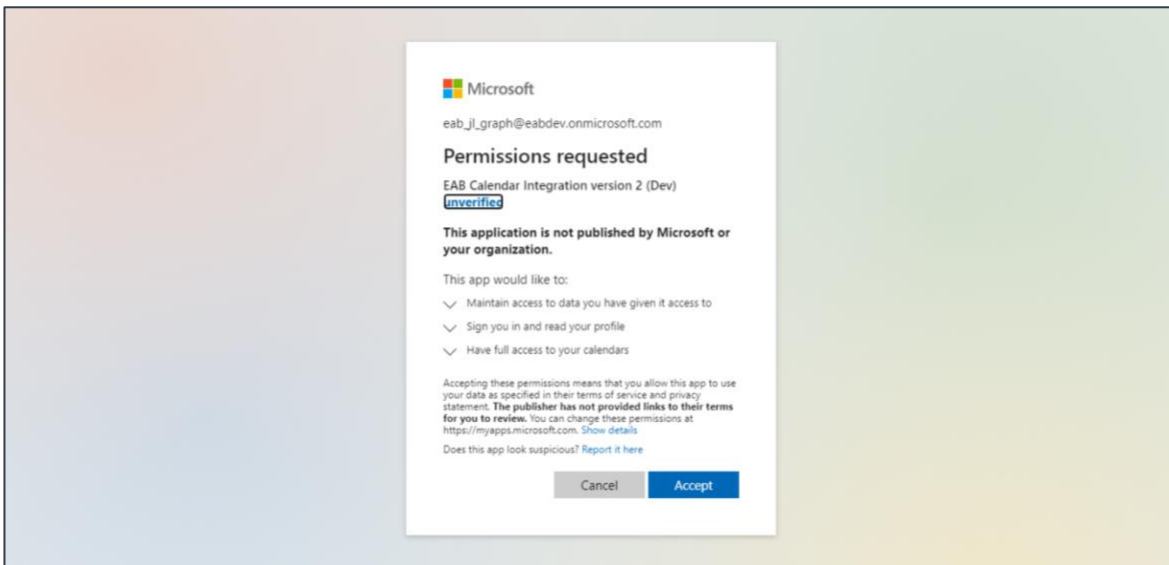


Figure 11. Page requesting permissions for new calendar sync

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.

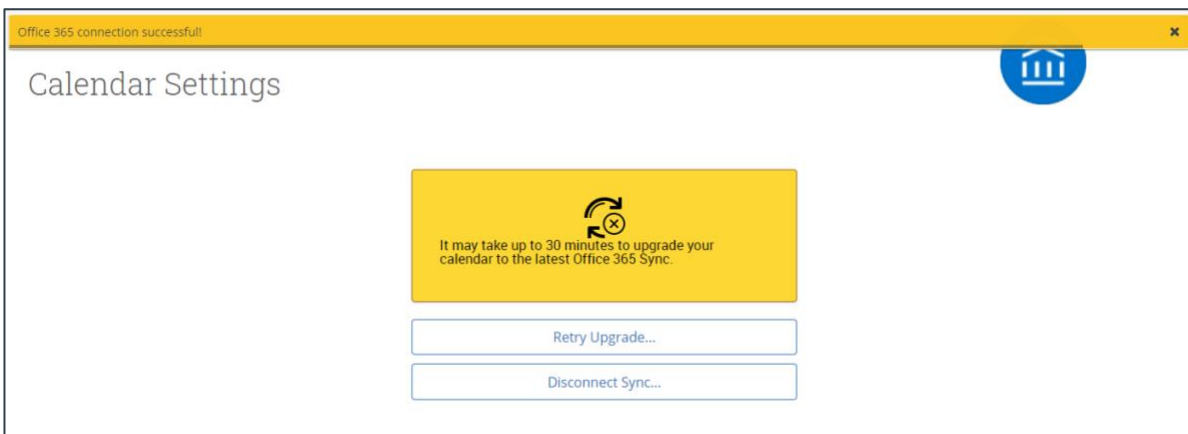


Figure 12. Calendar Settings page after a successful Graph API sync