

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.

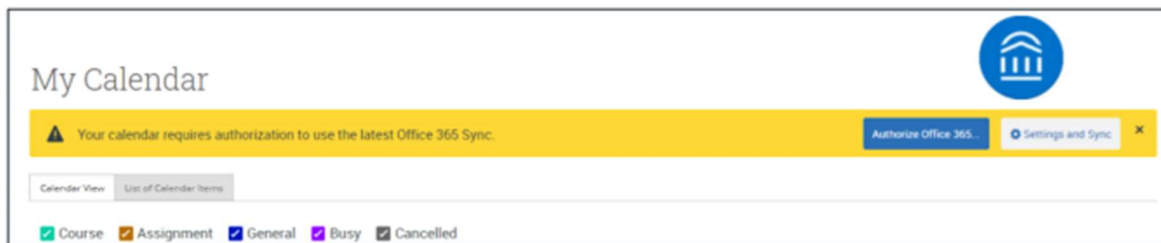


Figure 8. My Calendar page with upgrade message

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

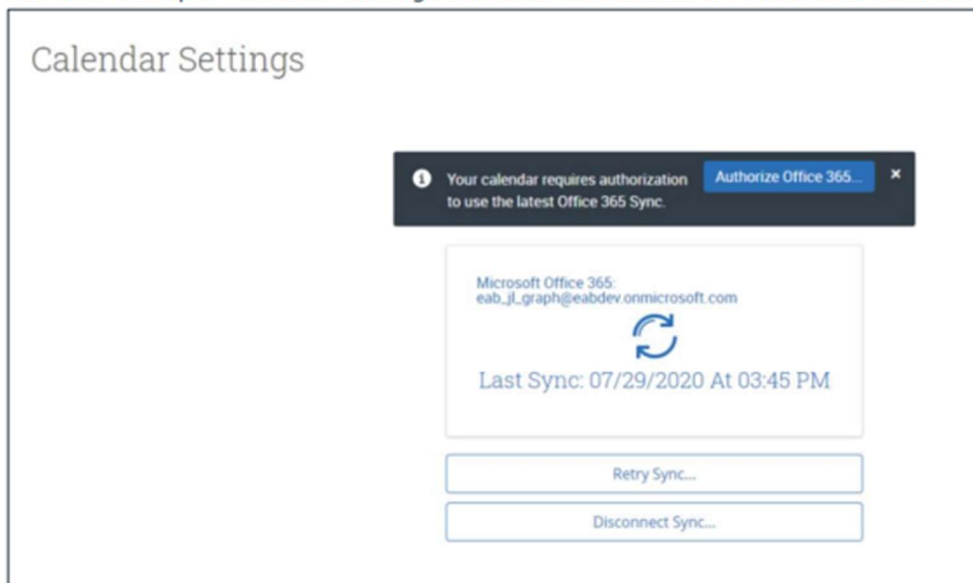


Figure 9. Authorize Office365 button on Calendar Settings page

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

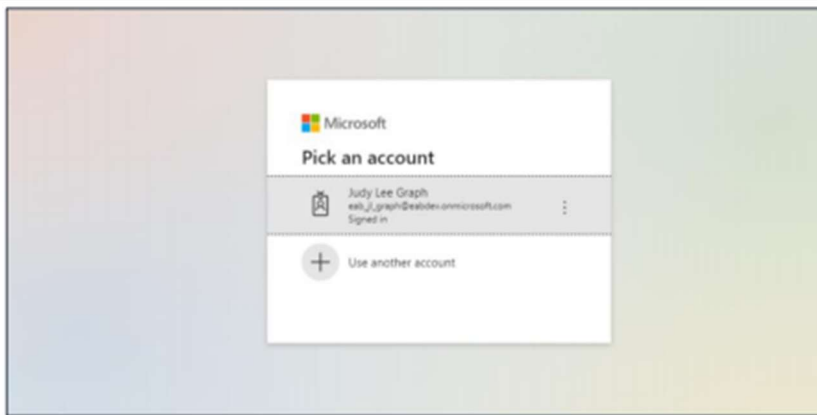


Figure 10. Selecting professional account on Microsoft login page

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

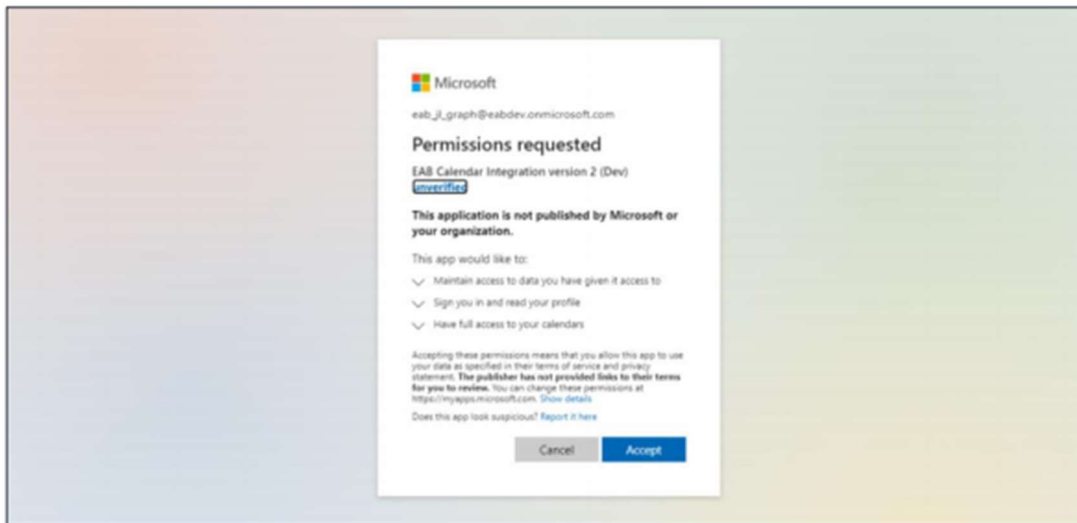


Figure 11. Page requesting permissions for new calendar sync

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.

