How to Sync Your Calendar

SYNC YOUR CALENDAR ONLY IN THE PRODUCTION SITE

1. Click on the Calendar icon on the blue ribbon.

2. On the right hand side of the screen, click on the Settings and Sync button.

3. On the next screen, click on the Setup Sync button.

4. You will be prompted to select your Calendar Application. Click the Microsoft Outlook 365 button. This is the only way your calendar will sync correctly.
5. Then choose your account.

6. After signing in, you will see a yellow banner at the top of the screen indicating that sync was successful and you’ll see the screen below.