How to Re-Sync Your Calendar in Pathways
February 2021 Update

1. Click on the Calendar icon on the left side of your screen.

2. You will see a yellow stripe across the top of your screen prompting you to reauthorize your sync. Click on the Authorize Office 365 button at the top.

3. You will be redirected to the Microsoft login page. Choose your account.

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