How to Switch to OAuth for Office 365 Calendar Sync

Step 1: Select the calendar icon.

Step 2: Select the blue “Authorize” option near the top right of the page.

Upon clicking the button, you will be routed to login.microsoftonline.com. If you are not already signed into Office 365, you will be prompted to sign in.

– NOTE: • EAB does NOT store password information.

  • Changing your Office 365 password does not require re-connecting via OAuth, since OAuth uses tokens.

Enter your email address – with @ndus.edu
Enter your password and Duo if prompted
Step 3: Choose Accept

Permissions requested

![EAB Integration](eab.com)

This app would like to:

- Access your mailboxes
- Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at https://myapps.microsoft.com. Show details

[Cancel] [Accept]

Your calendar should now be re-synced and see the yellow banner below: “Office 365 connection successful!”