BoilerConnect – Calendar Sync

Overview:
If students are going to be scheduling appointments with you through the BoilerConnect platform, we strongly recommend syncing your calendar so that appointments can flow between your BoilerConnect calendar and professional calendar (typically Outlook), blocking off that time and preventing double booking.

Step 1 – Log in:
Log in to www.purdue.edu/boilerconnect.

Step 2 – Navigate to the Calendar screen
Click on the Calendar icon located in the navigations ribbon on the left side of the screen.

Step 3 –
Click the Settings and Sync button near the top right side of the screen.

Step 4 –
The calendar settings page will open. If you have not yet set up a sync, you will see the image below. Click Setup Sync.
Step 5 –
The calendar settings: setup page will open. Choose **Microsoft Office 365 (Latest Version)**.

![Microsoft Office 365 setup page](image)

Step 6 – **Sign-in to Office 365**
You will be prompted to sign-in to Office 365 with your **Purdue Career Account** information (note: this is your password, not your BoilerKey code).

![Microsoft sign-in page](image)

Step 7 – **Grant Access**
Office 365 will ask you to grant permission for the application to access your calendar. Click **Accept** to authorize and begin syncing.

![Microsoft permission request page](image)
Step 8 – Sync Successful
The browser will return to the Calendar screen in BoilerConnect where it will indicate a successful sync to the latest version of Office 365 or display any applicable error messages.