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 the Calendar icon in the black ribbon on the far 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 4:**
The calendar settings: setup page will open. Choose **Microsoft Outlook**.

Choose **Microsoft Office 365**.

**Step 5:**
You will be prompted to sign-in to Office 365. You will need to log in using your **Purdue email address and career account password**.
**Step 6:**
Office 365 will ask you to grant permission for the application to access your calendar. Click **Accept** to authorize and begin syncing. Once this is complete, the browser will return to the Calendar screen in BoilerConnect where it will indicate the timestamp of the last successful sync or any applicable error messages.