

## How to Switch to OAuth for Office 365 Calendar Sync

Note: **The following information and changes are specific to members who use Office 365 calendar sync.** Members who use Google Calendar sync or On-Premises Exchange calendar sync are not affected by this change.

Microsoft will deprecate Service Accounts for Office 365 calendar syncing in October 2020, and now recommends OAuth for Office 365 calendar syncing. OAuth allows end users to authorize and sync their own calendars individually and is a more secure and reliable way to access data. To prevent any interruption or problems, we are updating calendar syncing in Navigate well in advance of this date.

Once Office365 OAuth is enabled for your institution as your calendar syncing mechanism, you will see a new interface. The new interface allows you to authorize and sync your calendar with Navigate. It will be located on the Calendar page in Navigate. You will then be able to take the following steps to make the switch to OAuth:

- You will see a notification instructing you to navigate to the Calendar page to begin the setup.

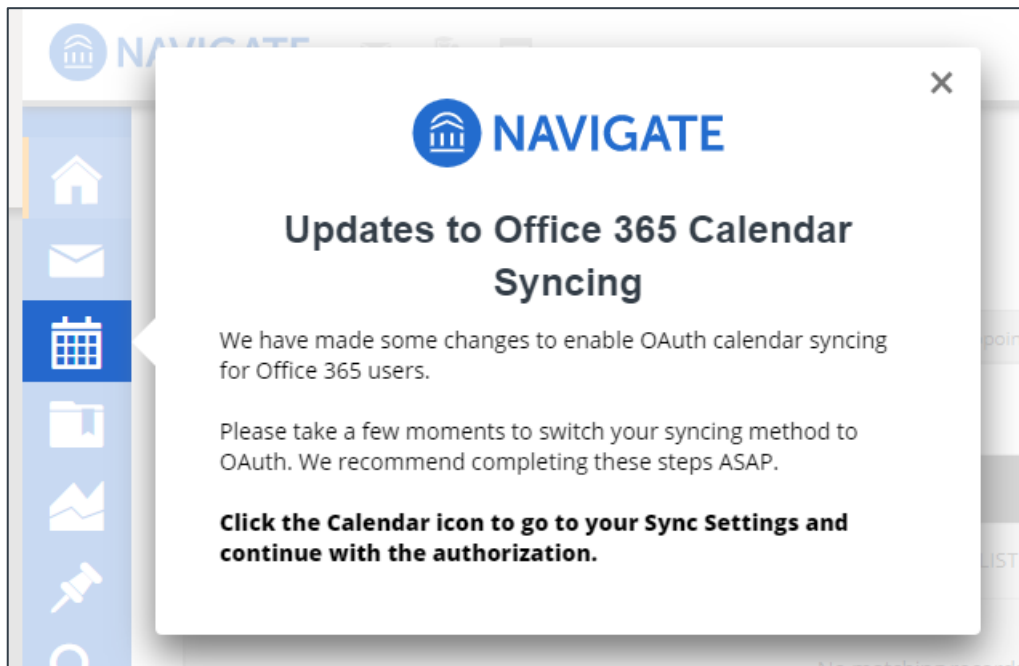


Figure 1. Calendar Sync Notification

- On the Calendars page, if you have already synced your calendar via a non-OAuth method, you'll see a yellow banner directing you to authorize OAuth syncing. (If you have not already synced your calendar via another method, you will not see a yellow banner but can continue to the Settings and Sync and sync your calendar via OAuth.)



Figure 2. Calendar Sync Authorization Banner

- 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.

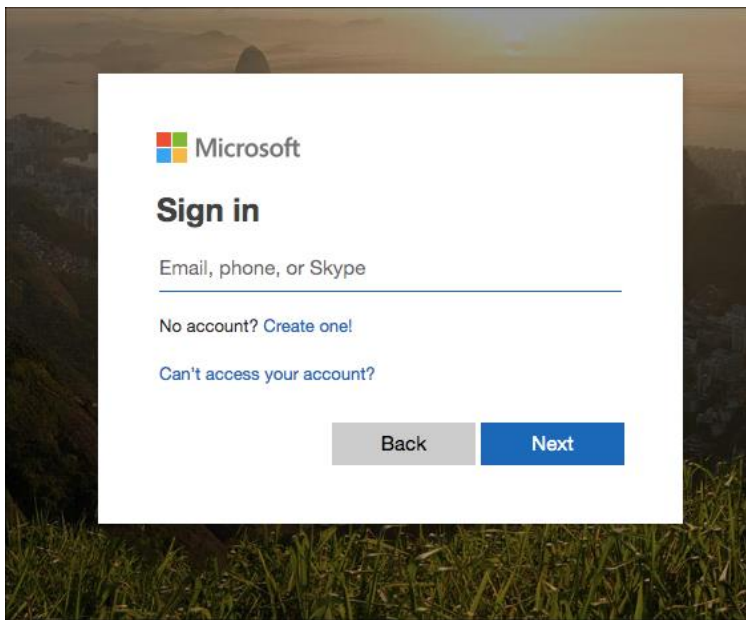


Figure 2. Microsoft Sign-In Page

- After signing in, Office 365 will ask you to grant permission for the application to access your calendar. Pressing "Accept" will authorize and begin the syncing.
- The browser will return to the Calendar Integrations page. The sync will show the timestamp for the last successful sync (or any applicable error message) and will include options for you to Retry or Disconnect the sync as needed.

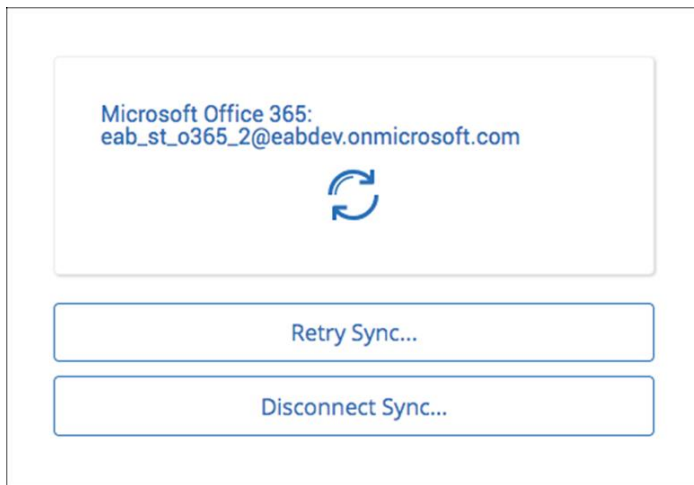


Figure 3. Page with successful Calendar Sync

Again, please note that if you use Google Calendar sync or On-Premise Exchange calendar sync, you will not be affected by the OAuth change outlined above.