

# SWITCHING TO OAUTH FOR OFFICE 365 CALENDAR SYNC

Updated December 4, 2019



**Be at Parkside.**

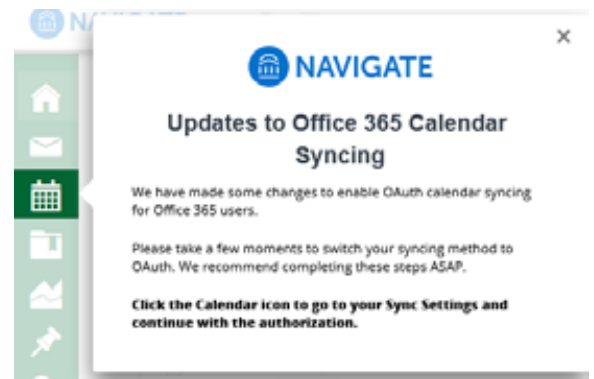
**RESOURCES**  
[uwp.edu/navigate](http://uwp.edu/navigate)

UNIVERSITY OF  
WISCONSIN **PARKSIDE**

# SWITCHING TO OAUTH FOR OFFICE 365 CALENDAR SYNC

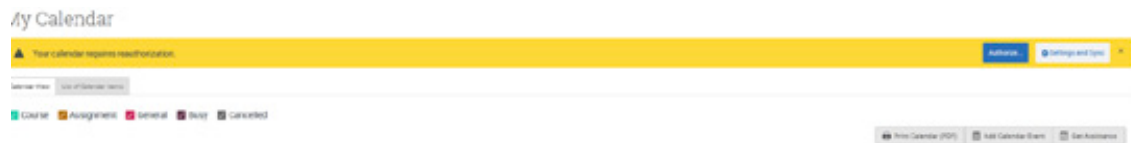
## STEP 1

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 the 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 @uwp.edu Enter your password and Duo if prompted

## STEP 3

Choose **“Accept.”**

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

### 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

