

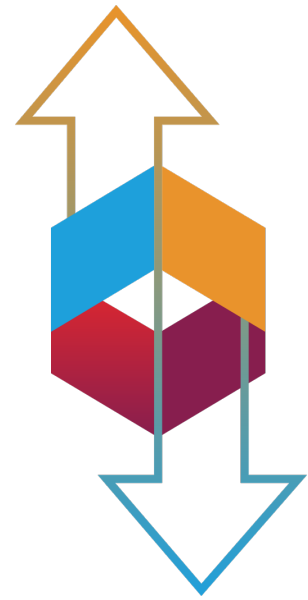
# ConexED Calendar Integrations

As a leader in higher education technology solutions, ConexED understands the critical importance of integration in meeting the needs of institutions and students. Let's take a closer look at how ConexED's integrations with existing calendar systems benefit different institutional departments and students.

By integrating calendars, ConexED enables efficient scheduling and management of appointments across different institutional departments. Whether it's scheduling academic advising sessions, financial aid consultations, or career counseling appointments, the calendar integration ensures smooth coordination and eliminates scheduling conflicts. Students can easily access available time slots and book appointments, promoting a hassle-free experience.

In ConexED, group users with the faculty role and above can integrate their Google or Office 365 calendar with the ConexED calendar without ConexED involvement.

ConexED can integrate with Google Calendar, Microsoft Office 365 Calendar, and iCloud Calendar, as well as with calendars that use JavaScript Notation (to include JSON) and ICS calendar file. With this integration, calendar events from multiple calendars can be viewed on the ConexED calendar to ensure that only available times display for students when making appointments.



**Calendar Settings**

General | **Calendar Sync**

*These options affect all ConexED calendars.*

Using the options below, you can connect one or more external calendars to ConexED to keep in sync with your appointments, office hours, and other events.

As events are created or modified in ConexED, they can automatically be **pushed** to the external calendars you have selected. Similarly, events from your external calendars can automatically be **pulled** to ConexED.

A **full sync** will automatically run monthly to find and repair any missing or out-of-sync events, but you may request a re-sync at any time.

**Google Calendar** [Re-Sync] [Disconnect]

Calendar Name	Last Full Sync	Sync Direction	Omit Office Hours
MY OFFICE HOURS	Never	Do Not Sync	No
SHARED GROUP CALENDAR	Never	Push & Pull	No
INSTITUTION PTO / HOLIDAY	Never	Push (from ConexED)	No
MY PERSONAL CALENDAR	Jun 9th 2023, 12:45 am	Pull (from External)	No

[Refresh List] [Apply Changes]

**Outlook Calendar** [Connect]

You are not connected to Outlook Calendar.