Outlook Integration with AgileGrad

1. Go to your Calendar in Outlook
   a. Click “Calendar Permissions” – this will bring up the Calendar Properties pop-up
   b. Click “Add”

2. In the Add Users Pop-up
   a. Click the “More Columns” radio button
   b. Type in AgileGrad and click Go
   c. “Advising AgileGrad Calendar Synchr...” will appear in results window; Click Add->
   d. Click OK
3. You will be returned to the Calendar Properties pop-up
   a. Set “Permission Level” drop down to Editor
   b. In the “Read” box select Full Details
   c. In the “Delete items” box select All
   d. In the “Write” box check Create items and Edit all
   e. In the “Other” box check Folder Visible
   f. Finally, click OK

4. The Outlook set-up is complete, now go to your Advisor Profile in AgileGrad
   a. From the Dashboard, click on your name
   b. Once in your profile, click on the “Settings” tab
   c. Check the box for “Outlook Integration”
   d. Enter your Chico State email address in the text box
   e. Make sure that all 3 boxes are checked below the text box
5. Your Outlook Calendar items should now be showing back in your Dashboard Calendar of AgileGrad.