



GRADLEADERS

Microsoft Exchange/Outlook 2007-2010 and Office 365 Calendar Integration - Candidate and Admin Setup

Version 1.01

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gradleaders.com

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OVERVIEW

This guide will give you step by step instructions on how to Integrate GradLeaders Career Center with your Outlook Calendar, so that when you make/modify/cancel an advising appointment, company events, workshops, or set up an on-campus interview schedule, those changes will be reflected in your Outlook Calendar.

Step 1. (Candidates Only) Outlook Calendar Integration Widget

1. Log into GradLeaders Career Center - Click on My Profile
2. Scroll down to the Outlook Calendar Integration on the right side of the page.
3. Choose Yes for Sent to Outlook and set the Outlook Default Reminder to your preference.

My Profile 🔒

You may edit the information listed below by clicking on the edit icon to the right of each section.

Account Information

Username <input style="width: 90%;" type="text"/>	Email <input style="width: 90%;" type="text"/>
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Contact Information EDIT ✎

Contact -	
TITLE Mr.	FIRST NAME <input style="width: 90%;" type="text"/>
PREFERRED NAME	MIDDLE NAME <input style="width: 90%;" type="text"/>
LAST NAME	GENDER M

Calendar Integration

Career Items Sent to Calendar

CALENDAR DEFAULT REMINDER

v

Above is the information regarding Calendar Integration.

Coach

COACH:

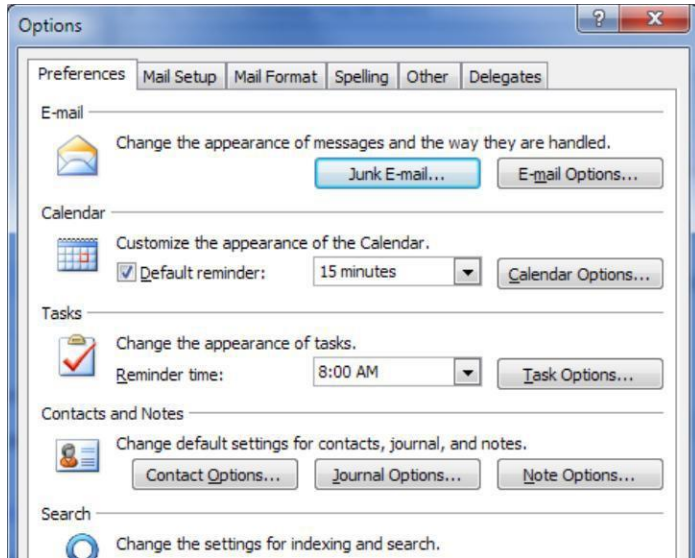
1. Proceed to the Step 2 for the version of Exchange/Outlook you are using.

Step 1. (Admins/Staff Only) Outlook Calendar Integration Widget

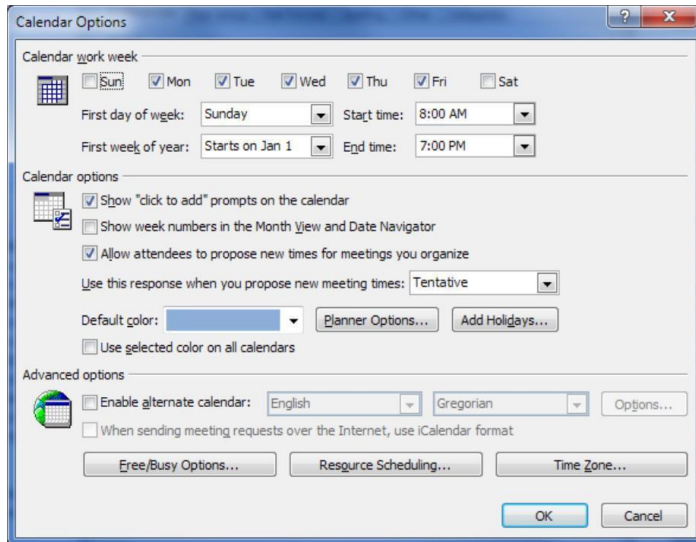
2. Log into GradLeaders Career Center
3. Navigate to the Staff Setup page (By default this is found in the 'Other Activities' Menu)
4. Select the Staff Member and press the 'Edit Information' button under the actions menu
5. Select 'Yes' to the question 'Enable Outlook Integration'
6. Proceed to the Step 2 for the version of Exchange/Outlook you are using.

Step 2. (Outlook 2007)

1. From the main menu go to Tools → Options
2. Under the Preferences tab, click on Calendar Options

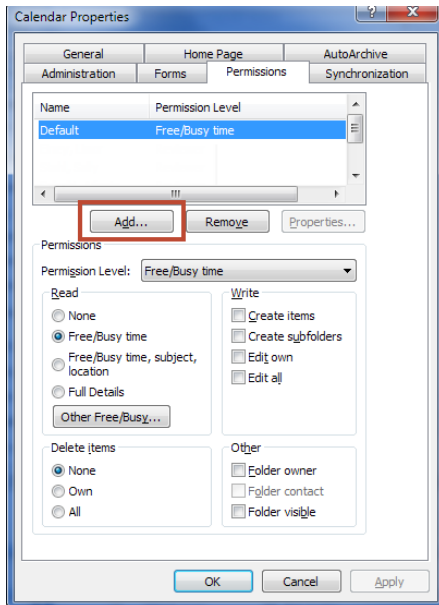


3. Click on Free/Busy Options

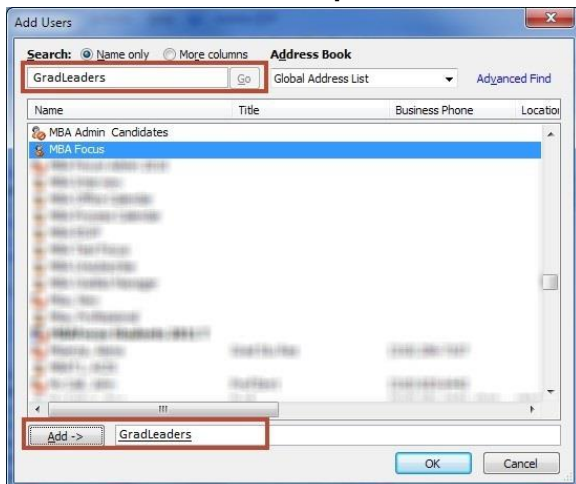


Adding a Calendar Permission

1. In the Calendar Properties window, make sure that you are on the Permissions tab.
2. Click Add...



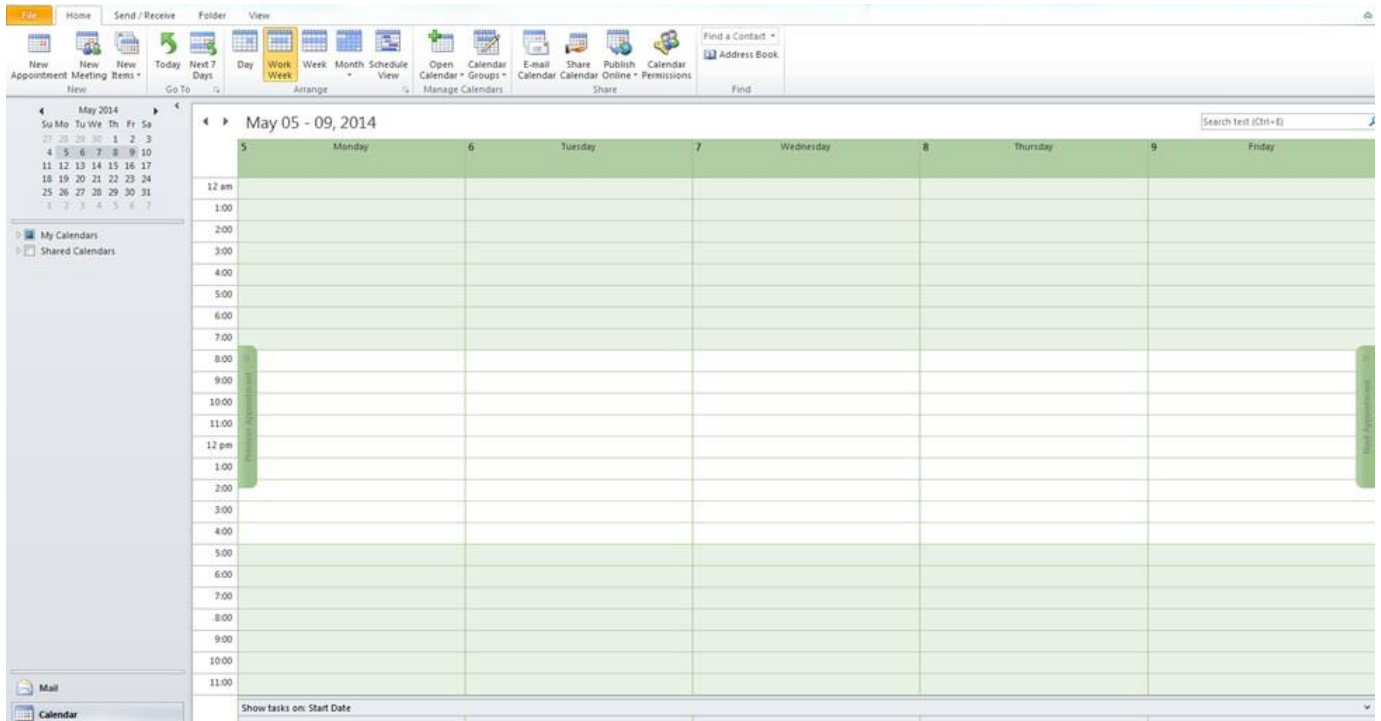
3. In the search field, type in the name of the GradLeaders service account (referred to as “GradLeaders” for this example, this may be named differently as provided by your IT department during set up) then click Add → button at the bottom. Click OK
4. Back in the Calendar Properties window, find and click on the account in the list of names.



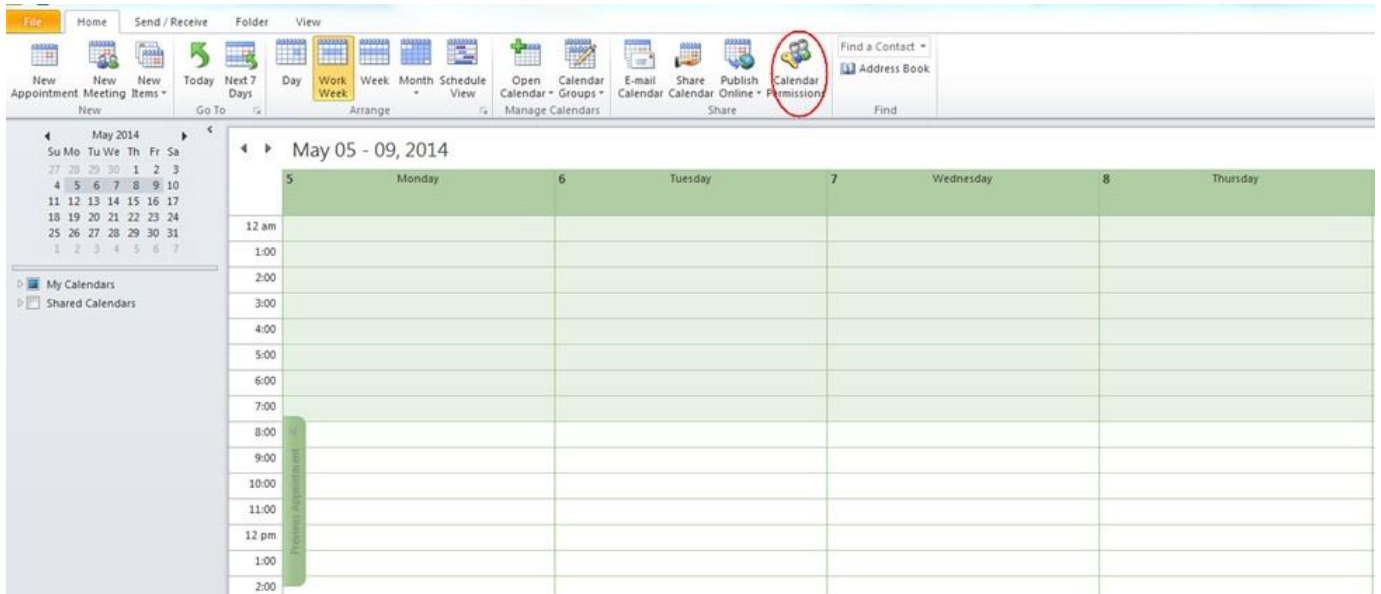
5. Back in the Calendar Properties window, find and click on GradLeaders in the list of names
6. Under Permissions, Permission Level, choose Publishing Editor. Make sure that “Read,” “Write,” “Delete Items,” and “Other” settings are shown below. Click OK

Step 2. (Outlook 2010)

1. Click into the Calendar Window

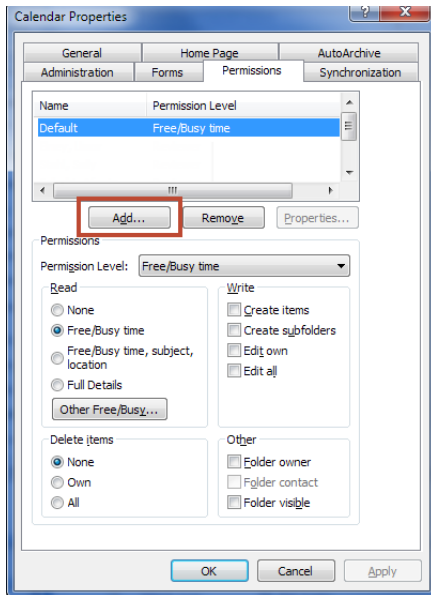


2. Click on the Calendar Permissions button

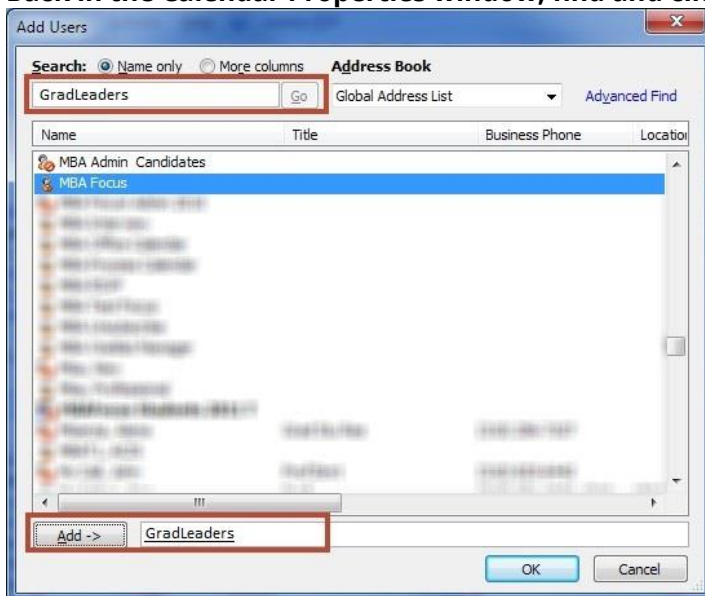


Adding a Calendar Permission

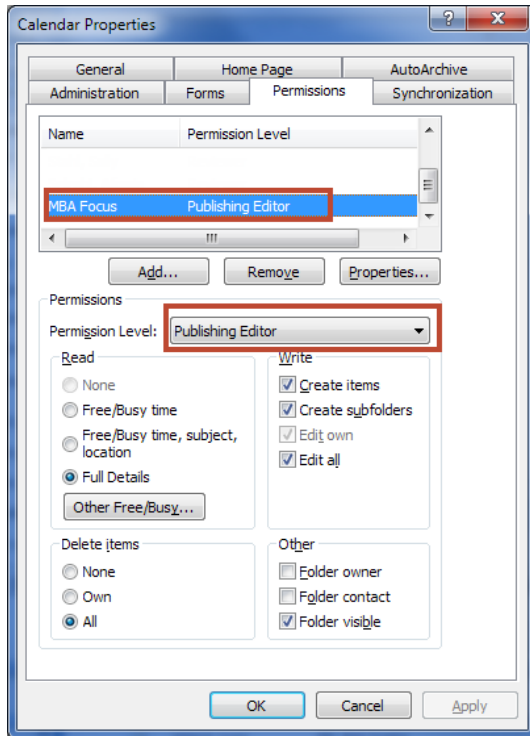
7. In the Calendar Properties window, make sure that you are on the Permissions tab.
8. Click Add...



9. In the search field, type in the name of the GradLeaders service account (referred to as "GradLeaders" for this example, this may be named differently as provided by your IT department during set up) then click Add → button at the bottom. Click OK
10. Back in the Calendar Properties window, find and click on the account in the list of names



11. Back in the Calendar Properties window, find and click on GradLeaders in the list of names
12. Under Permissions, Permission Level, choose Publishing Editor. Make sure that "Read," "Write," "Delete Items," and "Other" settings are shown below. Click OK



13. You Outlook Calendar will now be integrated with GradLeaders Career Center for any activities that you schedule through the system.

Step 2. (Outlook 365)

In order to set up integrate your Office 365 Calendar with GradLeaders Career Center, you will need the account name for the publishing editor that has been set up for your Career Services Office.

Once you have the username, email address, or name of the publishing editor, you will need to share your calendar with the specified user and grant the user 'Editor' rights to your calendar.

For instructions on how to share your calendar, please visit Microsoft's Office Support article 'Sharing your calendar in Outlook Web App' at the link below. (NOTE: Editor rights can only be granted for users within your school's network.)

<http://office.microsoft.com/en-us/office-online-help/sharing-your-calendar-in-outlook-web-app-HA103842904.aspx> - [Toc375064919](#)

Important Notes about Calendar Integration

- This integration only works from GradLeaders → Outlook, not vice versa (ex. Deleting an advising appointment in Outlook Calendar will not delete it in GradLeaders).
- This integration is not retroactive. It will work with appointments, events, interviews that are scheduled from the time you set up the Outlook Calendar as instructed below.
- In order for Calendar integration to function properly, the email address displayed within your GradLeaders Profile must match what your school has in their email system. Accounts tied to personal non-school email addresses will not receive items from GradLeaders Career Center.