

## Disconnect and Resynch Calendar in CC

1. Go to **Calendar** on the left-hand menu
2. Click **Settings & Sync** in the upper right-hand corner

SAM HOUSTON STATE UNIVERSITY

NAVIGATE Quick Search

### My Calendar

Calendar View List of Calendar Items

Settings and Sync

The calendar view is a graphical representation of the calendar. If you need a **fully accessible** interface, please use the list of calendar items view here: [Calendar Items View](#).

Checking/unchecking the legend boxes will show/hide corresponding events on the calendar

Course  Assignment  General  Busy  Cancelled

\* All times listed are in Central Time (US & Canada).

Print Calendar (PDF) Add Calendar Event

September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
8:30am Busy 11am Busy 1pm Busy 3pm Busy	10am Busy	9am Busy 2pm Busy	10am Busy	8:15am Busy 11am Busy		
4	5	6	7	8	9	10
Busy	10am Busy 11am Busy 2pm Busy 3:30pm Busy	12pm Busy 1pm Busy 2:30pm Busy	9:30am Busy 11am Busy 2pm Busy 3:30pm Busy	11am Busy 2pm Busy		

You may see one of the following error messages:

Microsoft Office 365 (Latest Version): pxl011@shsu.edu

Sync Error. Please allow a few minutes for the system to retry.

Retry Sync...

Disconnect Sync...

Sync Error. Please allow a few minutes for the system to retry.

Microsoft Office 365 (Latest Version)  
hdb014@shsu.edu

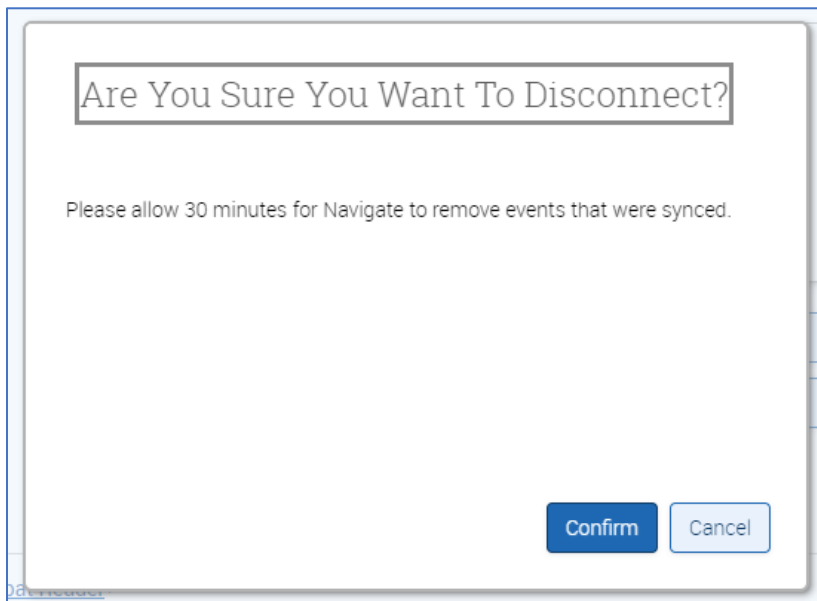
Retry Sync...

Disconnect Sync...

**Do not RETRY SYNC..**

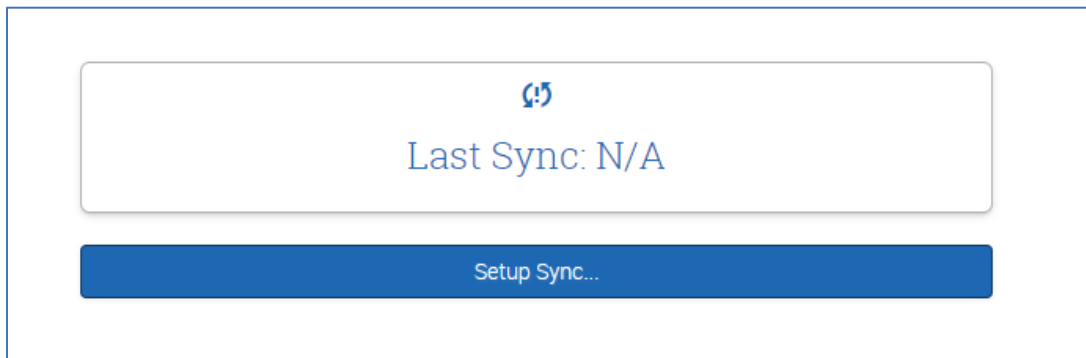
You will need to DISCONNECT and resync to correct the error!

### 3. DISCONNECT Sync

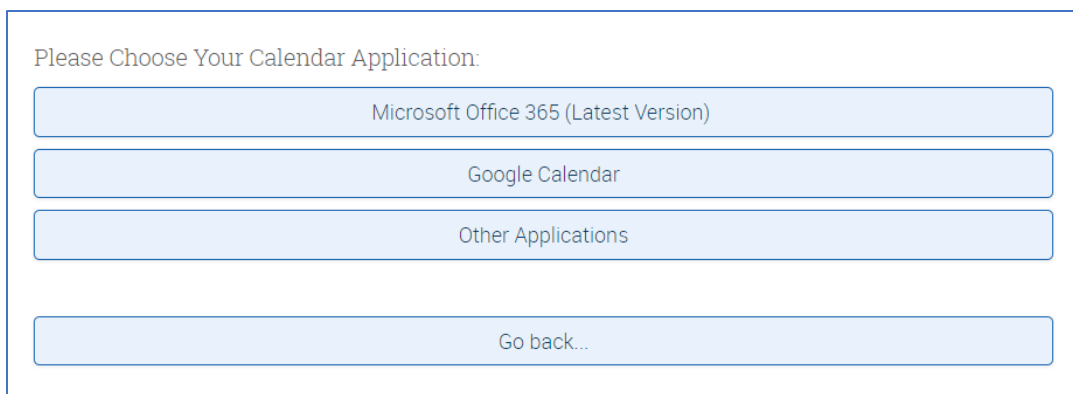


4. **Wait 5-10 minutes** before repeating steps 1 and 2. You may work elsewhere in the platform during this time.

*After 5-10 minutes have passed since disconnect... Click **Setup Sync...** button.*

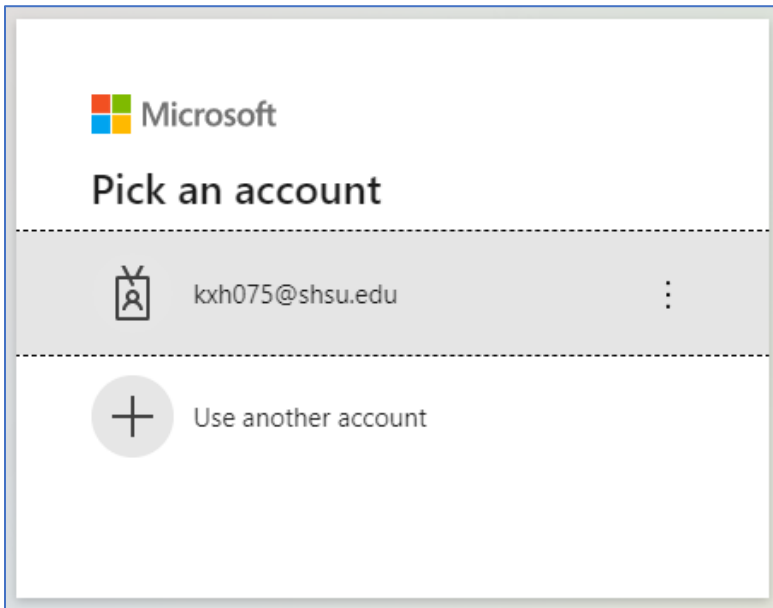


5. Choose **Microsoft Office 365 (Latest Version)** as your calendar application.

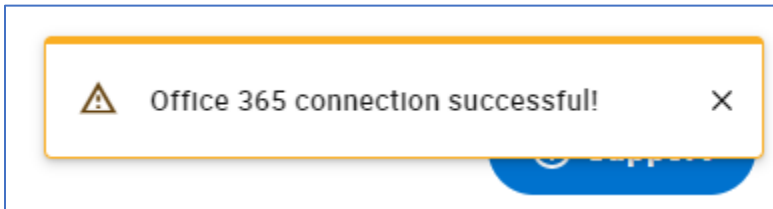


6. **Select your account** to sync.

*Note: Do not sync with a shared departmental calendar account. Use the account you accept meeting invitations and save events to.*



You should receive a **success message** in the bottom right-hand corner of Campus Connect:



7. **Repeat steps 1 and 2** to confirm a successful sync. You should see a current date/time as your last sync.

