Calendar
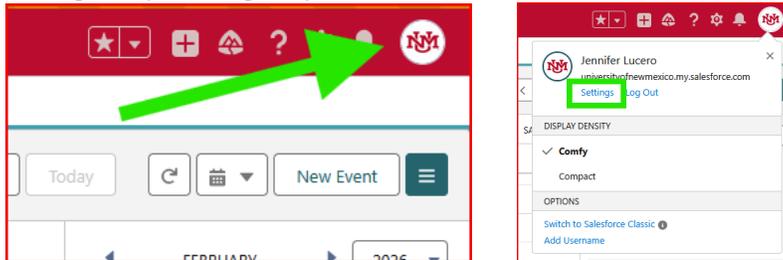## Advising Managers and Advisors

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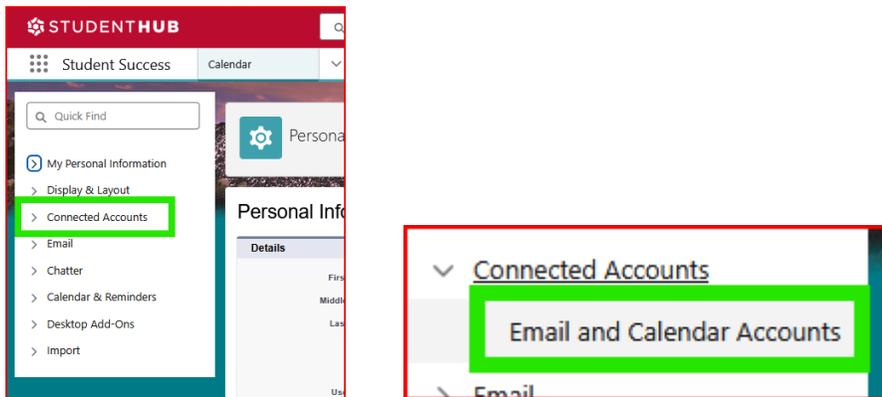
How to sync your Outlook and Student Hub Calendars (*recommended*)

Step 1: On the upper right-hand side, click your profile icon (could be your picture or could be the UNM Logo depending on your customization and click Settings:
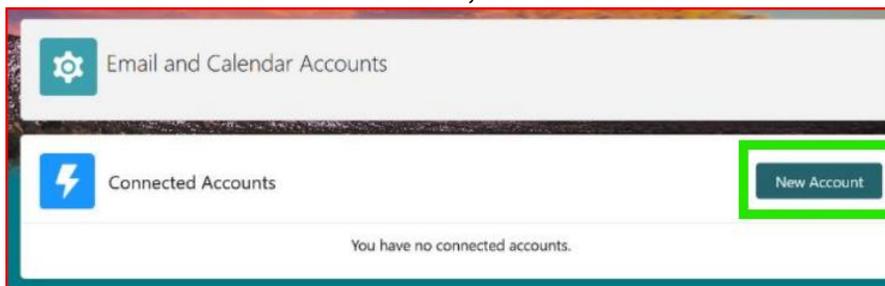

Step 2: A menu of options will appear on the left-hand side, select Connected Accounts and then select Email and Calendar Accounts.
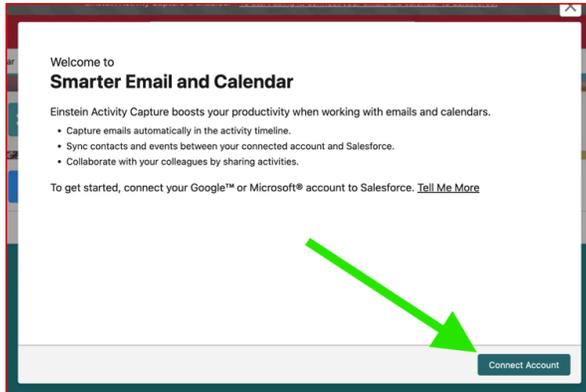

Step 3: Email and Calendar Accounts
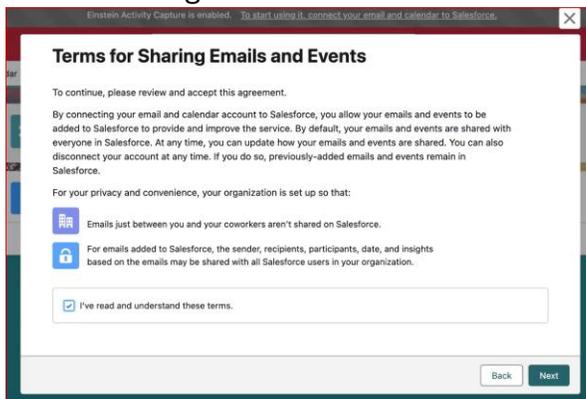In the section marked Connected Accounts, click New Account:

Step 4: Connect Account

Step 5: Terms for Sharing Emails and Events
Check the acknowledge box and click Next.


Step 6: Connect Your Email and Calendar to Salesforce
This is sharing access with the system to your emails – this DOES NOT mean that anyone in the system can read your emails or you are making them public. As meeting invitations are sent via email, this allows the system to pull that information. Select Connect My Office365 Account as that is the appropriate one for LoboMail.
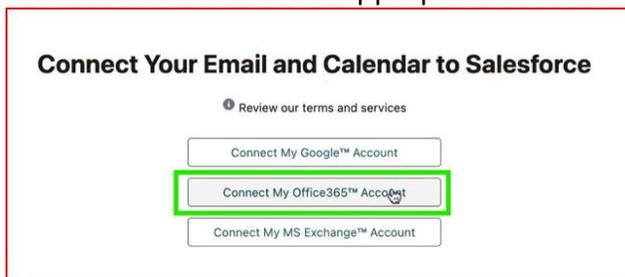
Step 7: You will be directed a new menu to select which account to link and select your UNM account. It will follow general login confirmations.
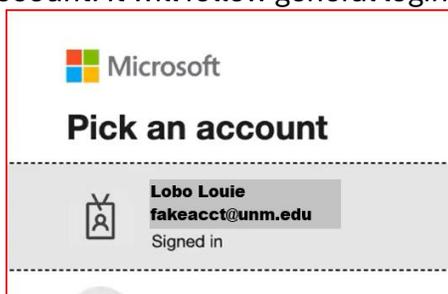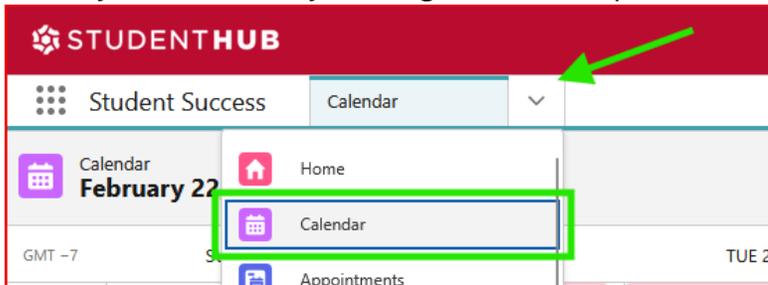
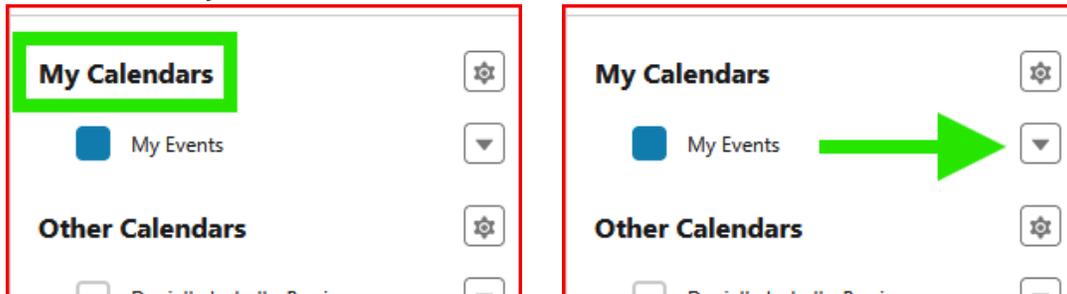Step 8: When you are synced, it should look like this:
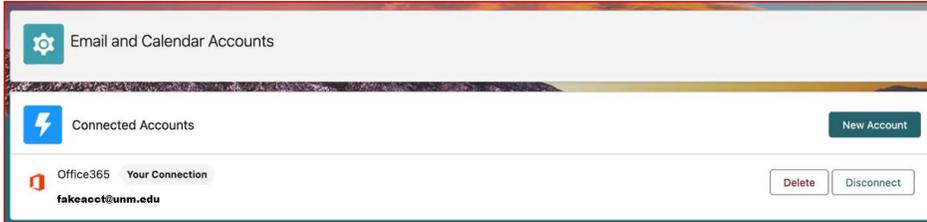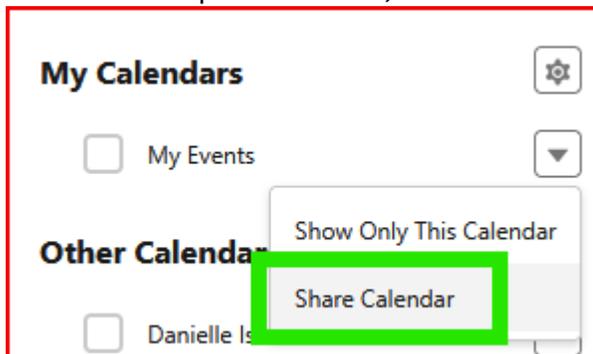

How to share your calendar

Step 1: Go to your calendar by clicking the main drop down menu on the upper left.

Step 2: On the right-hand side, go to the area marked **My Calendars** and click the drop-down caret next to My Events:


Step 3: From the drop down menu, click Share Calendar

Step 4: Share Calendar
Share With – type in the person you wish to share with and please make sure that you have the correct name _AND_ professional title. This is especially critical because if someone is both a staff member and a student, selecting the wrong one will determine their ability to view your calendar via Student Hub.
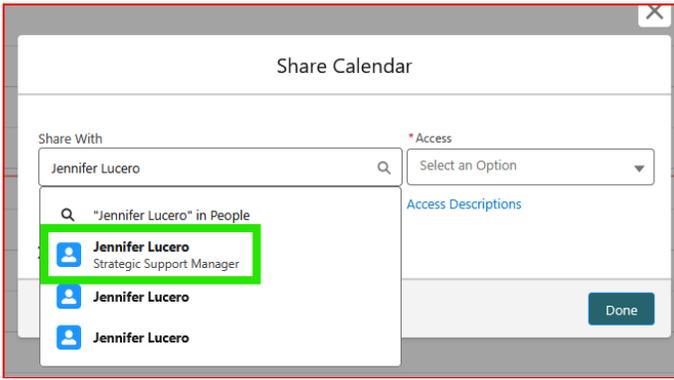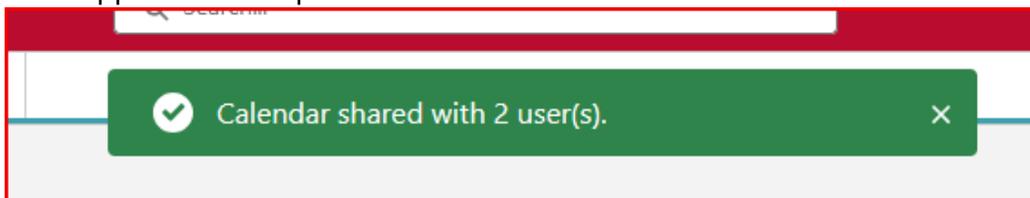
The system will allow you to select multiple people at one time.
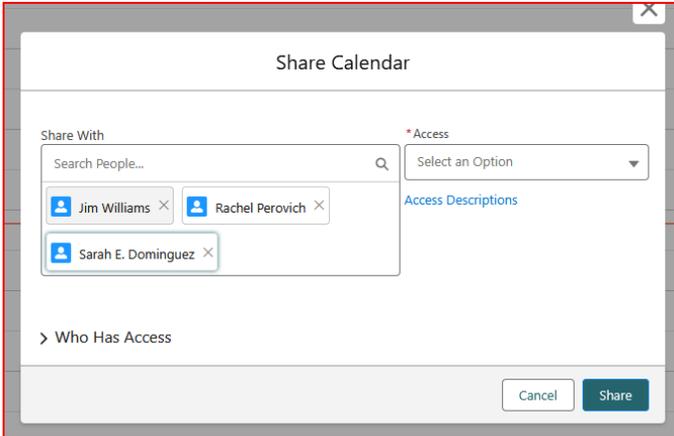
Access – Because anyone can add someone else's calendar, event descriptions are hidden unless you grant access to view your details. They can add an Event to invite you, but they cannot edit your actual calendar.
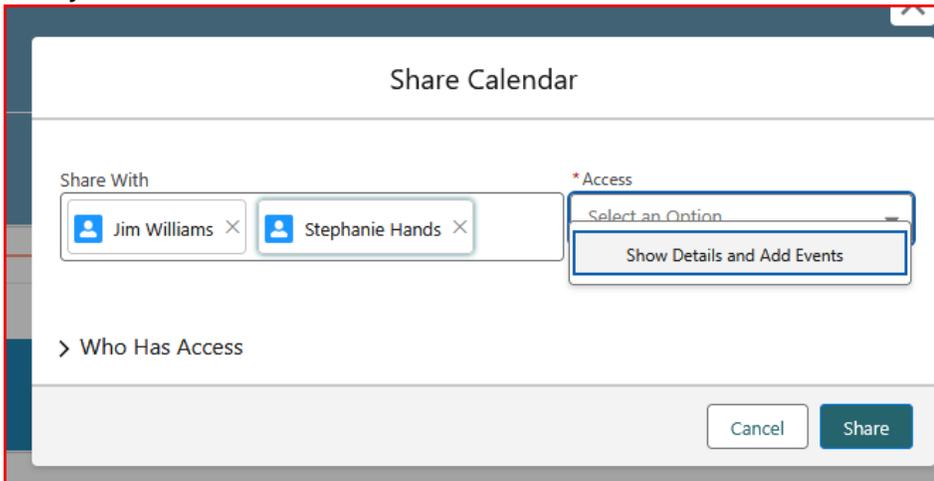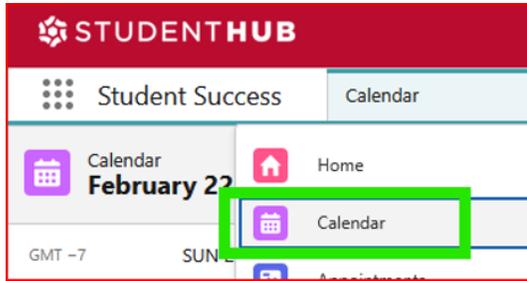

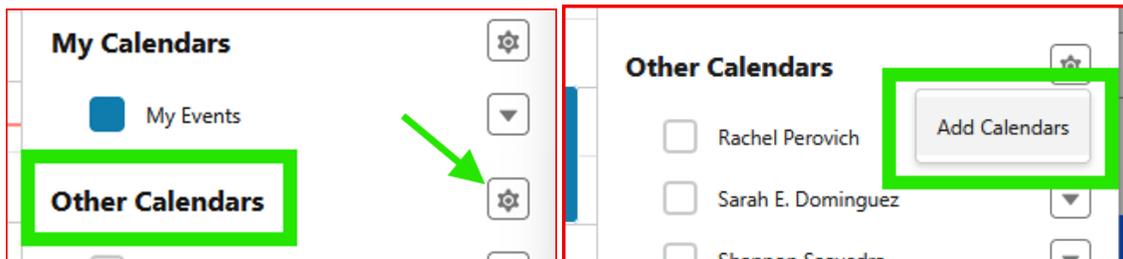An alert will appear at the top to confirm it has been shared.

## How to add the calendar of another user

Step 1: Go to your calendar.

Step 2: On the right-hand side, go to the area marked **Other Calendars**, click the gear symbol and a drop-down will appear to Add Calendars:

Step 3: Select the person whose calendar you want to view - please make sure that the you have the correct name _AND_ professional title. This is especially critical because if someone is both a staff member and a student, selecting the wrong one will determine if you can view the calendar. Select the person and hit Add.
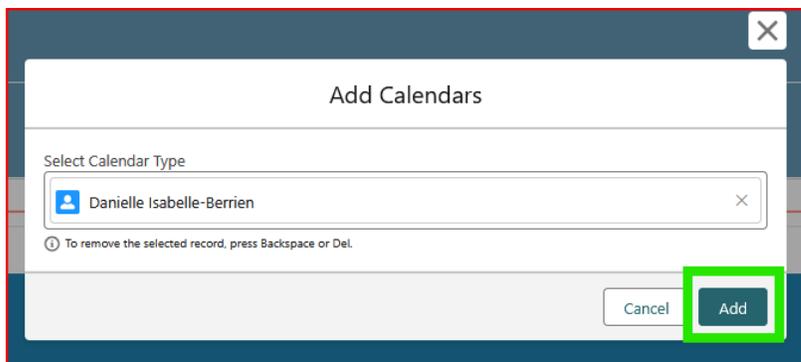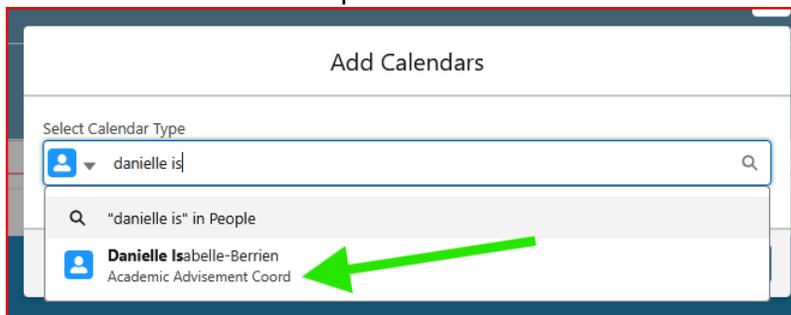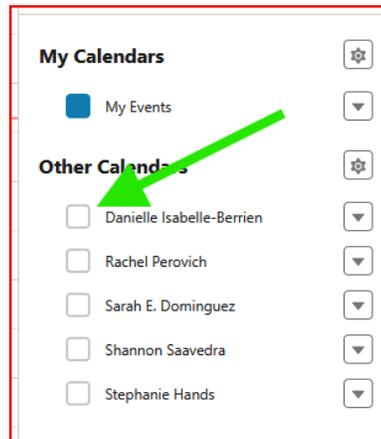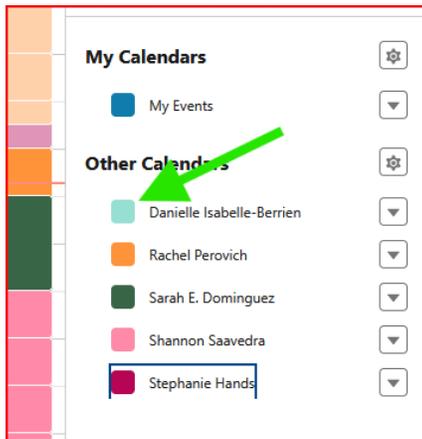

NOTE: If the other user did not grant you viewing permissions, you will have a limited view, identifiable information may not appear.
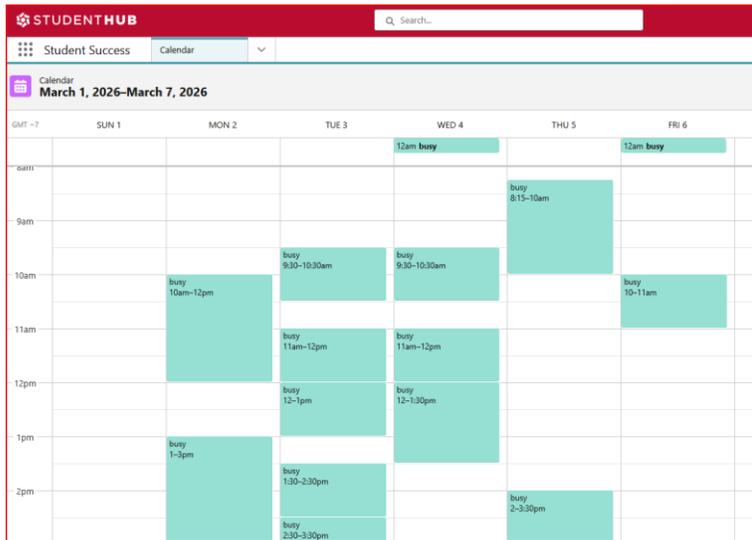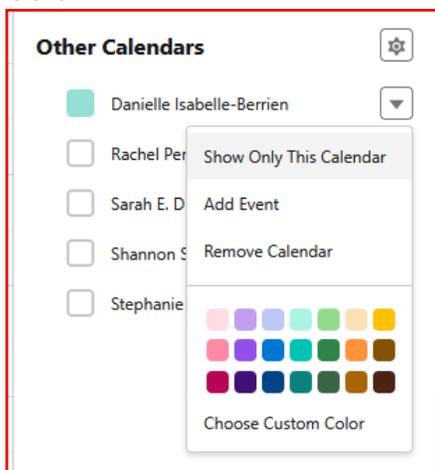
Viewing Options

All calendars you have added will appear in this menu. To select whether to view or not, click the box next to their name.


When you click the drop down caret next to the person's name will apear that gives a few custom options: Show Only This Calendar, Add Event, Remove Calendar, and Choose Custom Color.

As you add people, it will add them to your current view. As most keep their calendars on the weekly view, it can be a bit overwhelming so here are the steps to look at the calendars from different views.
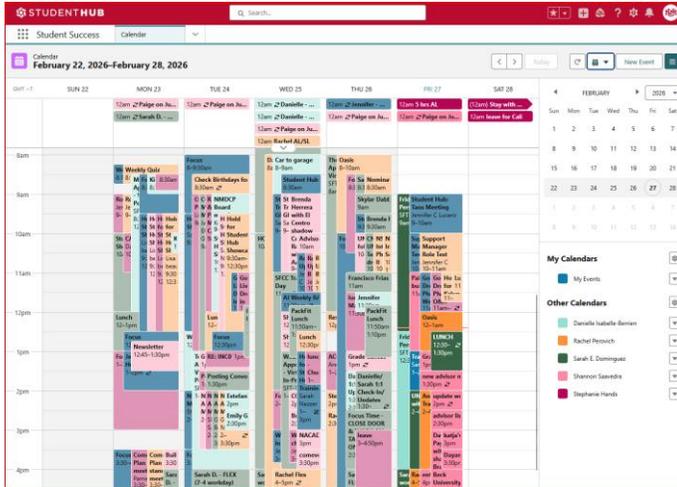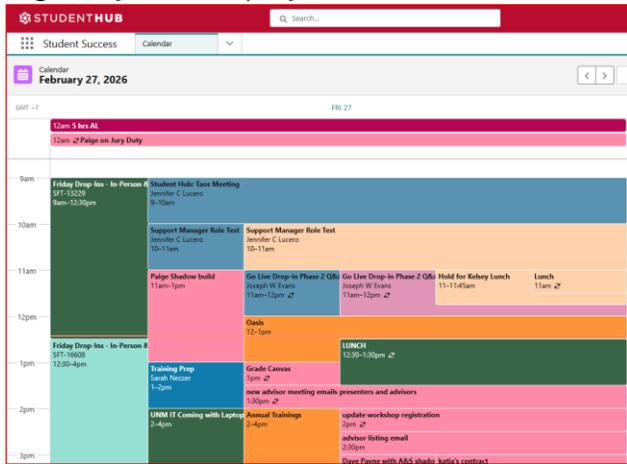

On the upper right of your page, there is a calendar symbol. When you click it, you get different view options: Availability, Day, Week, Month, Table.
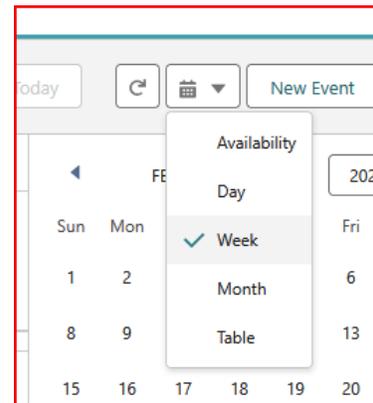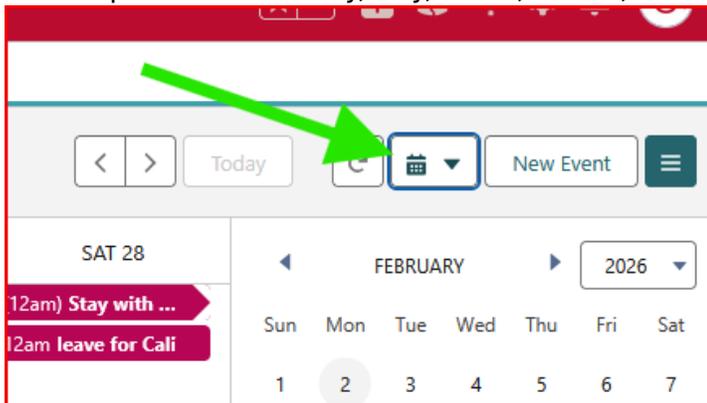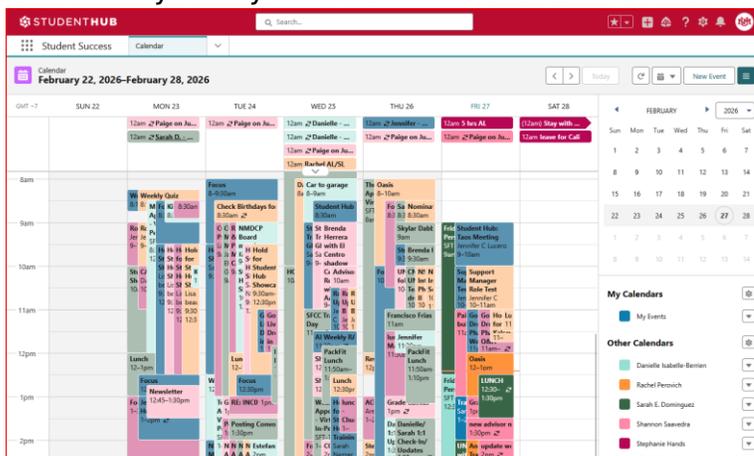

Availability – this is recommended for multiple calendar view. It's only for a single day but it puts each user into their own column for ease of viewing.
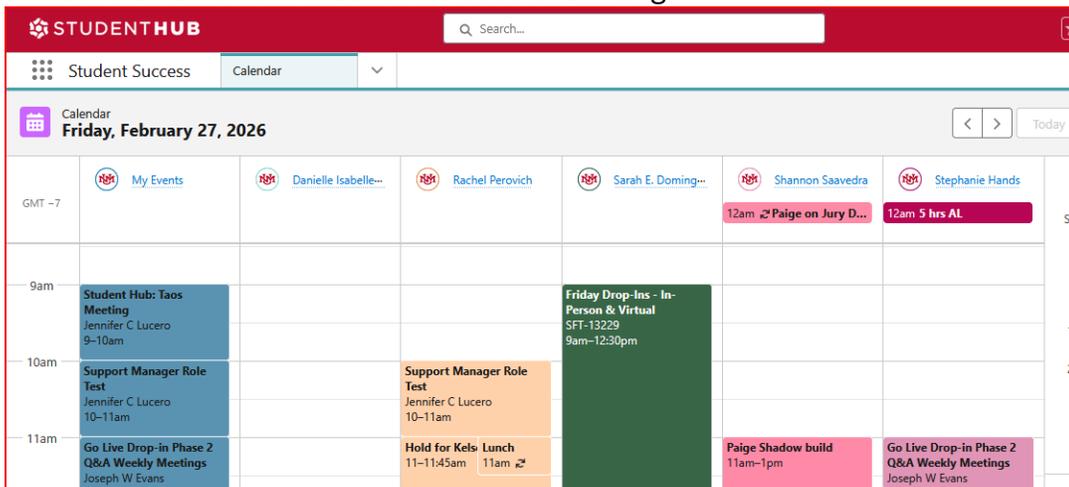
Day – Single day view displays all calendars.

Week – this overlays everyone's calendars with their events for each day of the week.

Month – limit of 500 events for the month but you can click on the +More hyperlink for a pop out view.
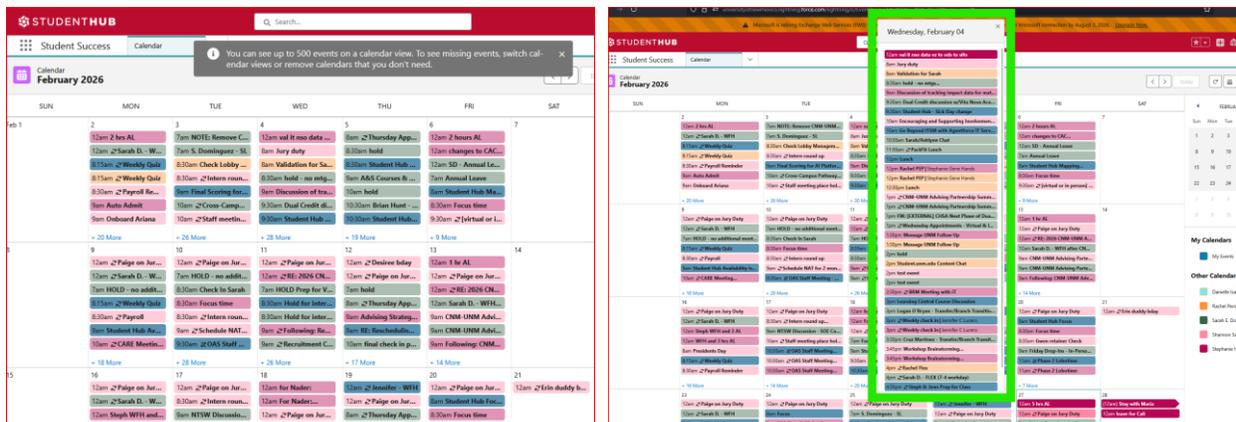

Table – this will list everyone or selected calendars events for the entirety of the calendar in a table list view that can be searched for details and customizable margins for view.