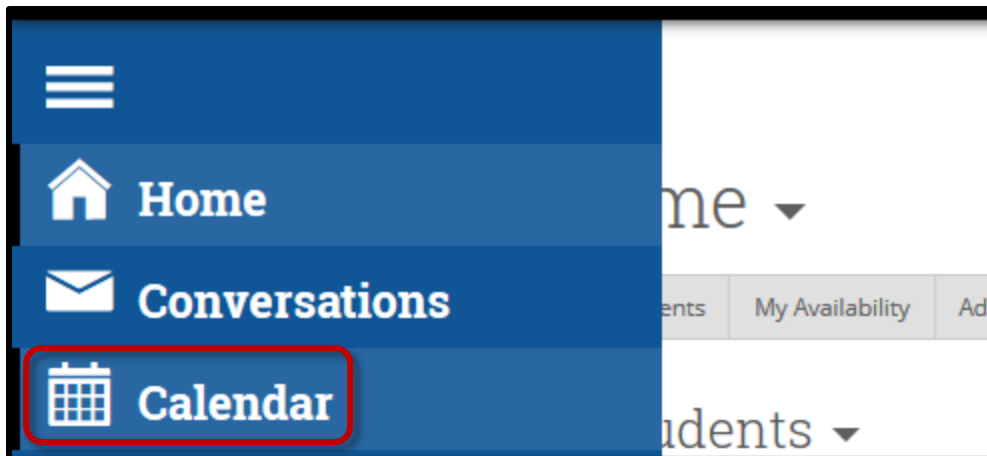


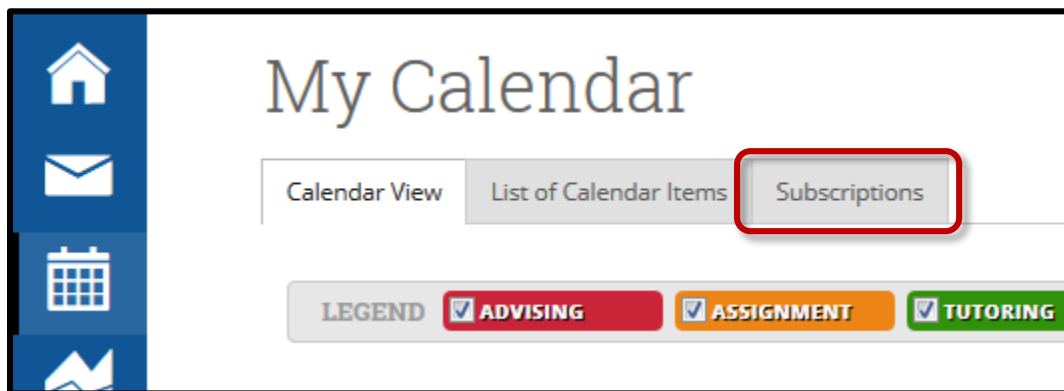
## GradesFirst – Exchange Integration with Outlook

Follow this tutorial to connect your GradesFirst advising appointments with your Outlook calendar and your Outlook calendar with GradesFirst. Any entries you create in your Outlook calendar will automatically be added to your GradesFirst calendar and vice versa. **Note:** if you have previously connected Outlook to GradesFirst, you will want to refer to page 3 of this document to remove those steps.

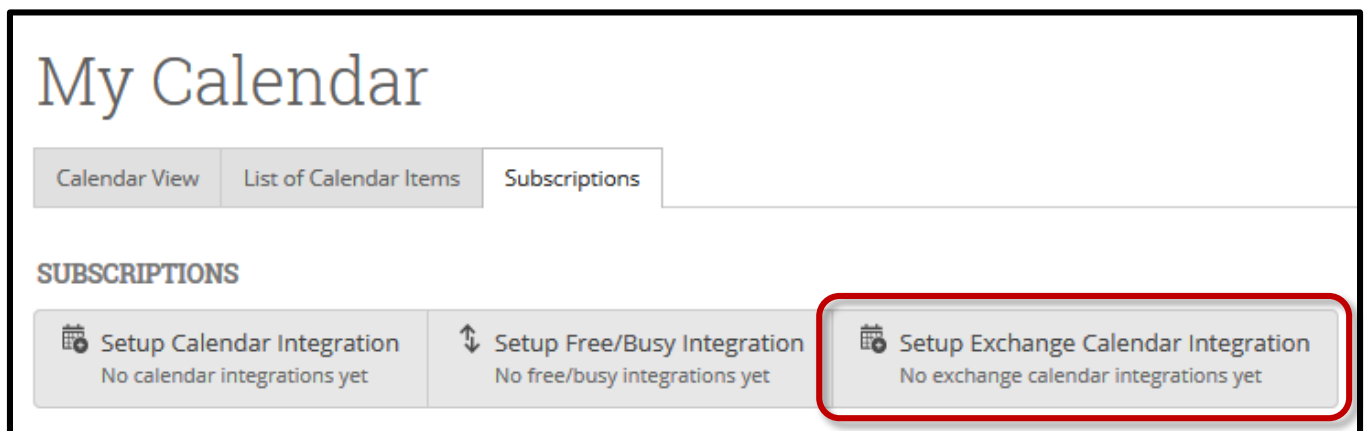
1. After logging into GradesFirst, click the **Calendar** option on the left navigation panel.



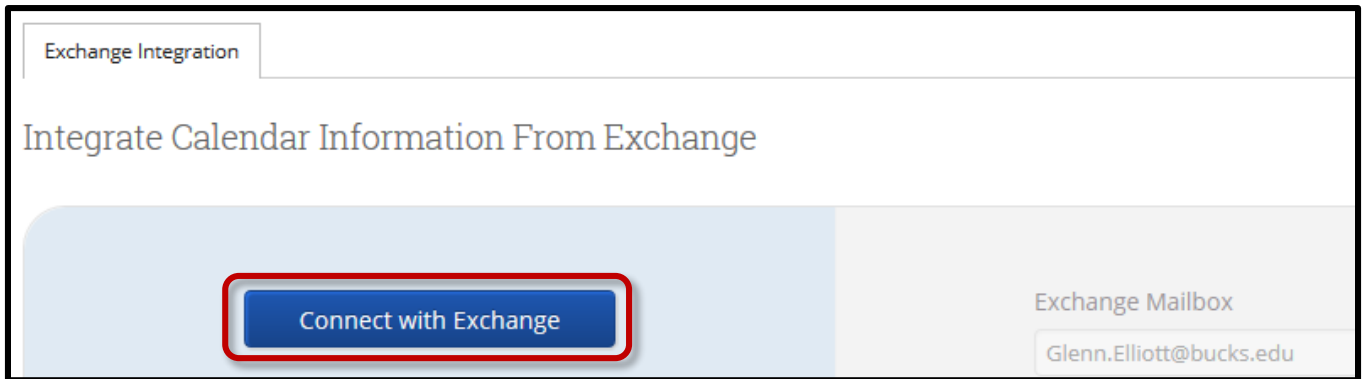
2. Click the **Subscriptions** option.



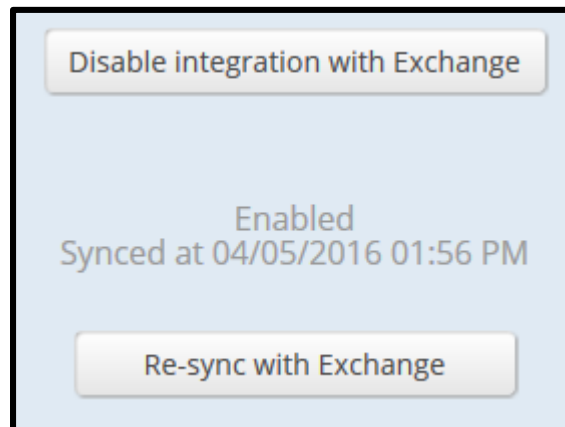
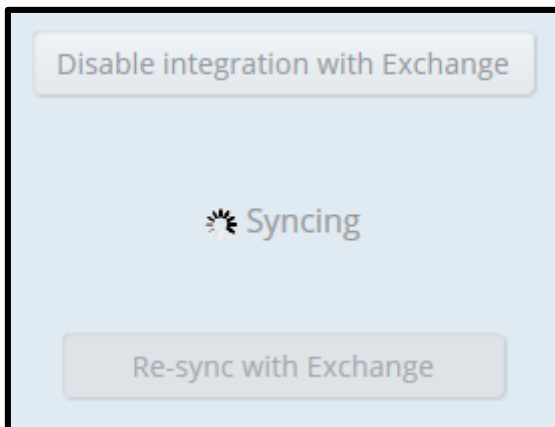
3. Click **Setup Exchange Calendar Integration**.



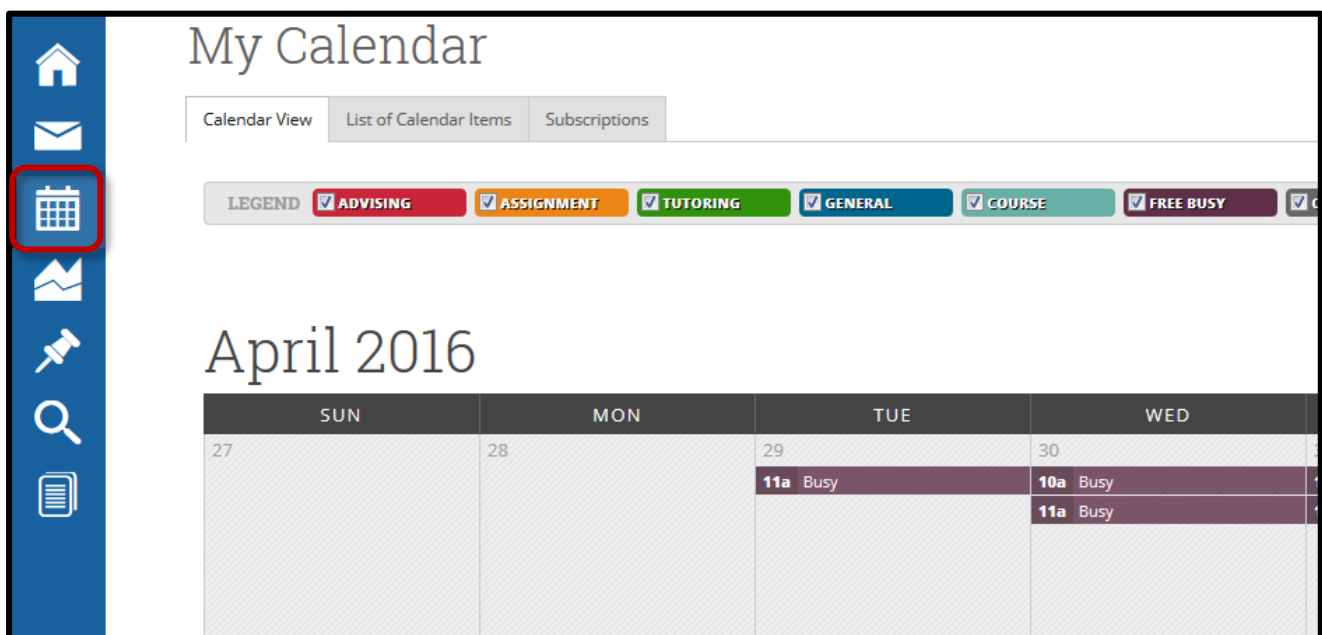
4. Click the **Connect with Exchange** button.



5. The synchronization should now take place; you'll see a Syncing icon while this happens. After a few moments, you should see an Enabled message along with the date and time it was synced.

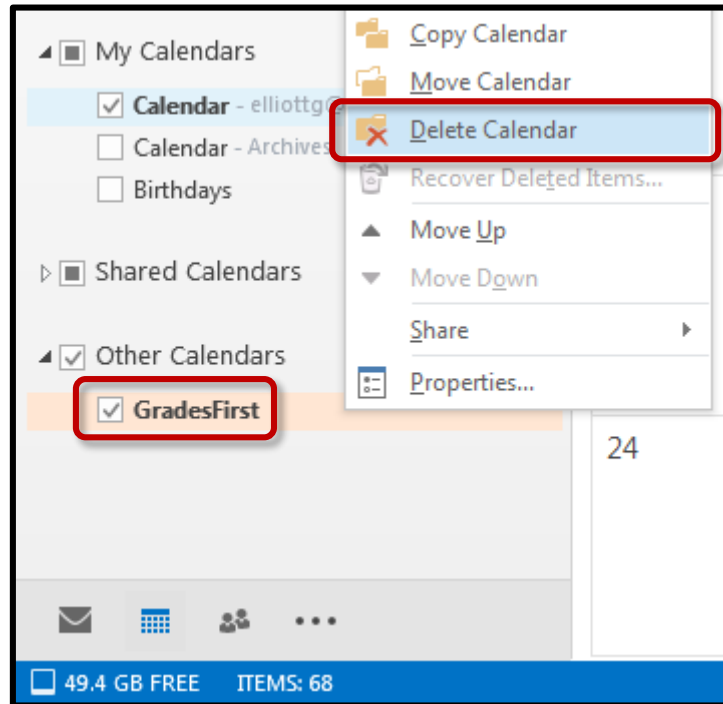


6. Return to your GradesFirst calendar. Any entries in your Outlook calendar will show up as Free/Busy in GradesFirst. Appointments created in GradesFirst will automatically populate on your Outlook calendar.



## Removing previous Outlook Integration from GradesFirst:

1. Return to your Outlook calendars. You should see the GradesFirst calendar in the “Other Calendars” section. It might be called GradesFirst or Untitled if you have not renamed it. Right click on the GradesFirst calendar and choose **Delete Calendar**.



2. Click **Yes** to confirm the deletion of the calendar.

