CONNECT

Calendar Integration and Two-Way Sync Set Up
1. Log in to CONNECT using NinerNet credentials.

2. From the Advisor Home screen, click the Calendar icon located in the green navigation panel at left.
3. On the My Calendar screen, click the ‘Subscriptions’ tab.
4. Click the ‘Setup Calendar Integration’ button.
5. Copy the link in the box, then click on the ‘Google Integration’ tab.
6. Click the link, “Click here to set up Google Calendar integration”.
7. Click the blue, “Connect with Google” button.
8. Select the account you wish to connect to, typically user@uncc.edu.
9. A message ‘gradesfirst.com wants to Manage your calendars’ will appear, click ALLOW to proceed.
10. You should now be connected to your UNCC Google calendar.

11. Next, select the calendar for Two-Way Sync from the drop-down menu, and click the ‘Save and Update’ button.

12. Two-Way Sync should now be enabled between CONNECT and your selected calendar.