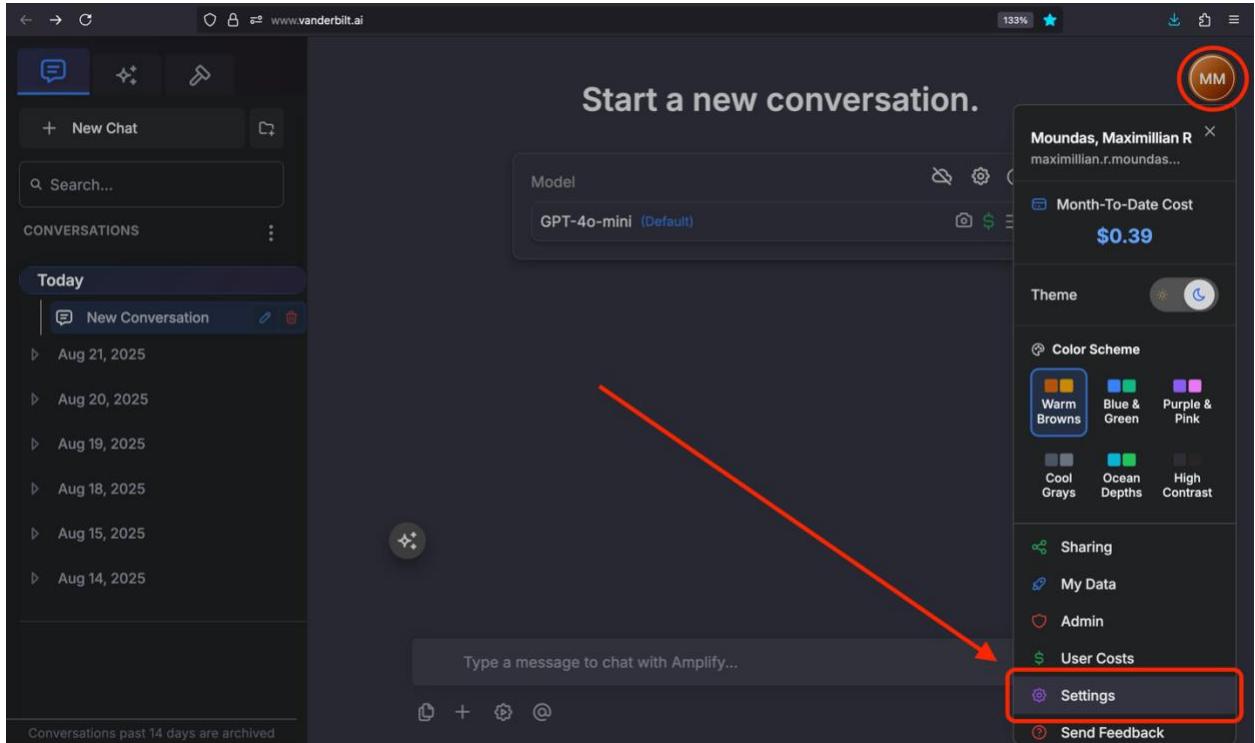
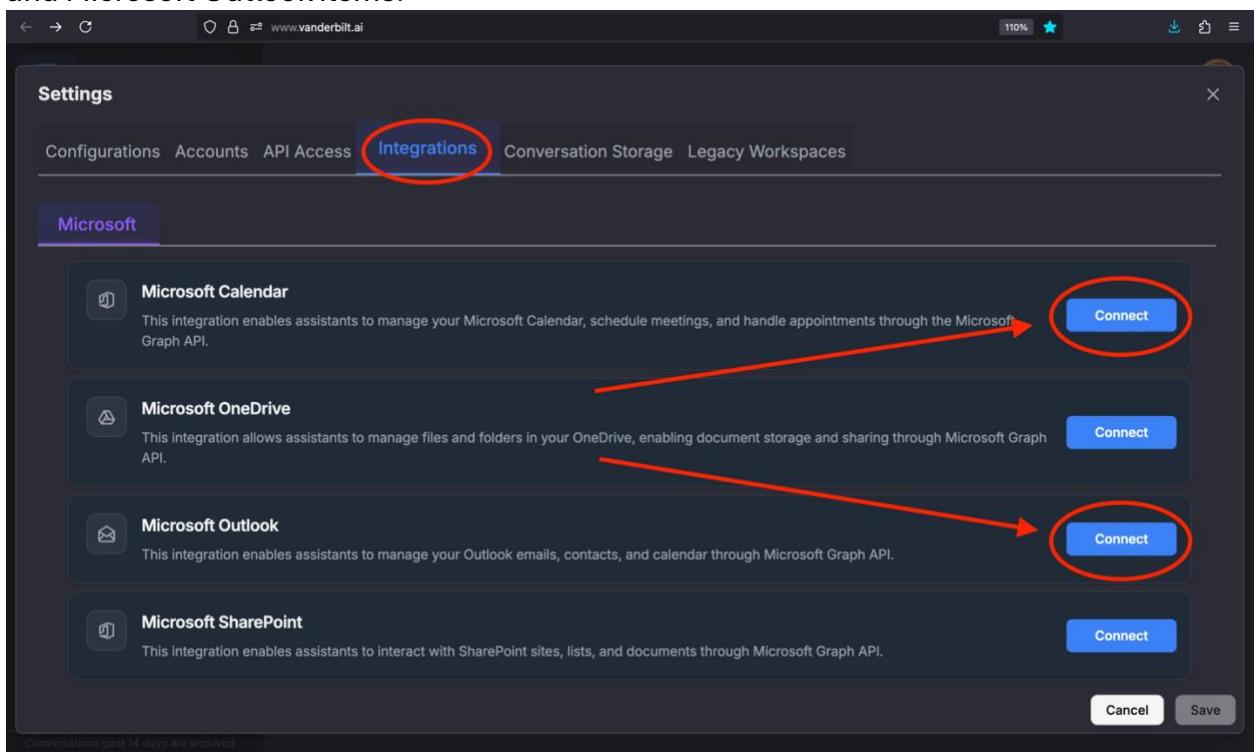


To enable integrations (connections to Microsoft Office 365 Outlook, Calendar and OneDrive), follow these steps:

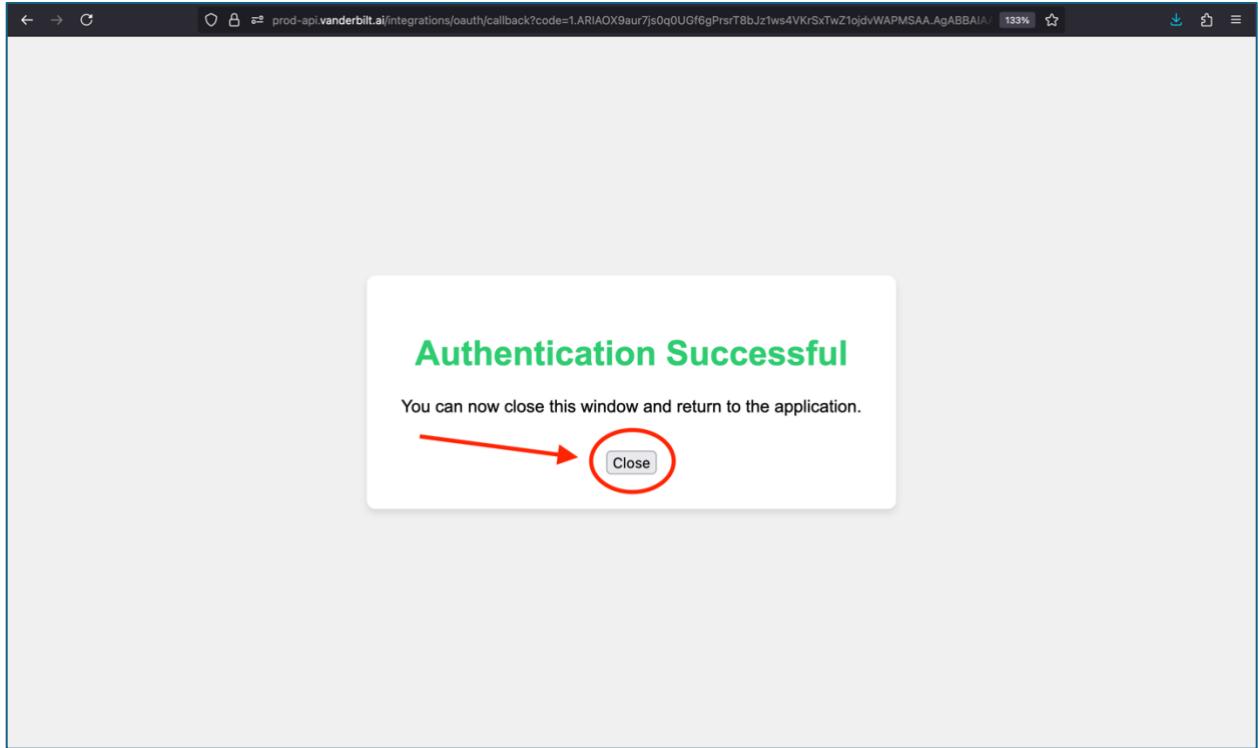
1. Click your user icon in the top right corner of your screen and select “Settings”.



2. Navigate to the “Integrations” tab and click “Connect” on the Microsoft Calendar and Microsoft Outlook items.



3. A popup will open in a new tab. Select your Vanderbilt account, click accept on the “Permissions requested” page, and click “Close” when you reach the “Authentication Successful” page. Note that these integrations simply establish the connection needed for subsequent steps; Amplify will never take actions on your behalf unless you explicitly request them.



4. You should now see the Microsoft Calendar and Microsoft Outlook integrations as "Connected"

The screenshot shows the 'Settings' interface with the 'Integrations' tab selected. Under the 'Microsoft' section, two integrations are listed as 'Connected': 'Microsoft Calendar' and 'Microsoft Outlook'. Each integration card includes a description of its function and a 'Disconnect' button. A red circle highlights the 'Connected' status for both integrations, and red arrows point from the text instructions below to these circles.

**Microsoft Calendar** Connected

This integration enables assistants to manage your Microsoft Calendar, schedule meetings, and handle appointments through the Microsoft Graph API.

**Microsoft OneDrive**

This integration allows assistants to manage files and folders in your OneDrive, enabling document storage and sharing through Microsoft Graph API.

**Microsoft Outlook** Connected

This integration enables assistants to manage your Outlook emails, contacts, and calendar through Microsoft Graph API.

**Microsoft SharePoint**

This integration enables assistants to interact with SharePoint sites, lists, and documents through Microsoft Graph API.

Conversations past 14 days are archived

Cancel Save