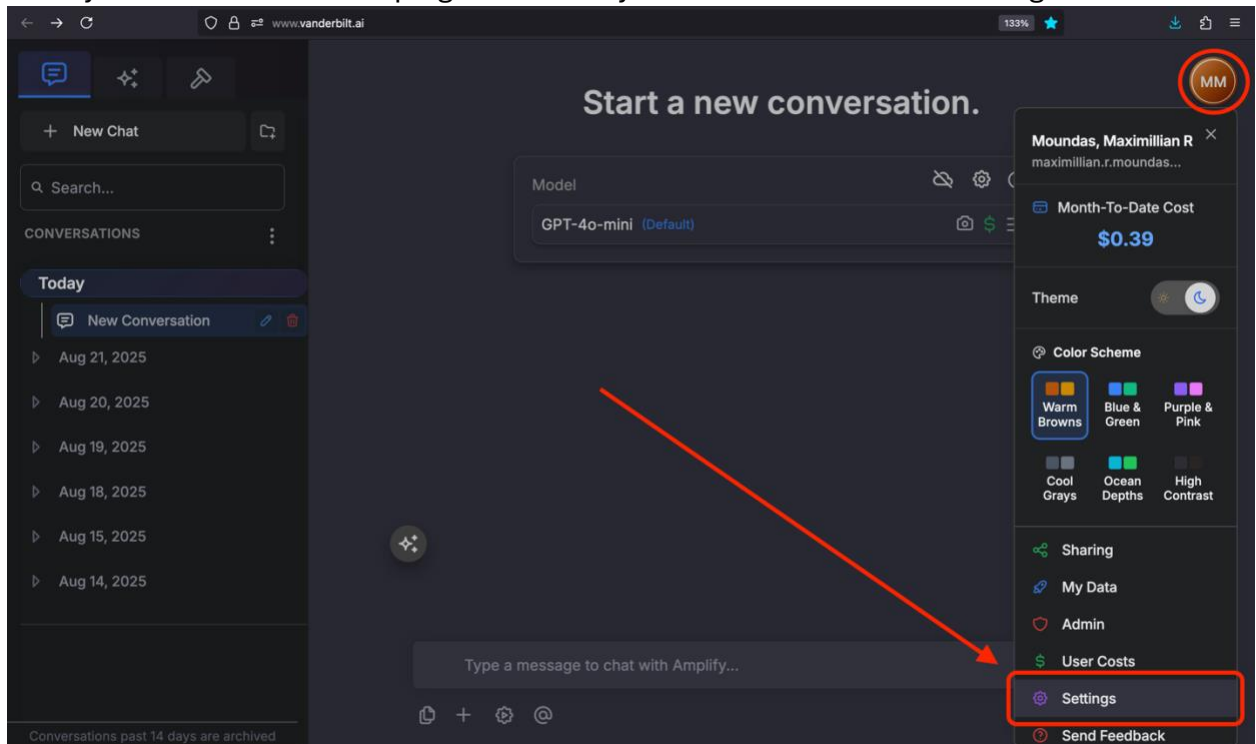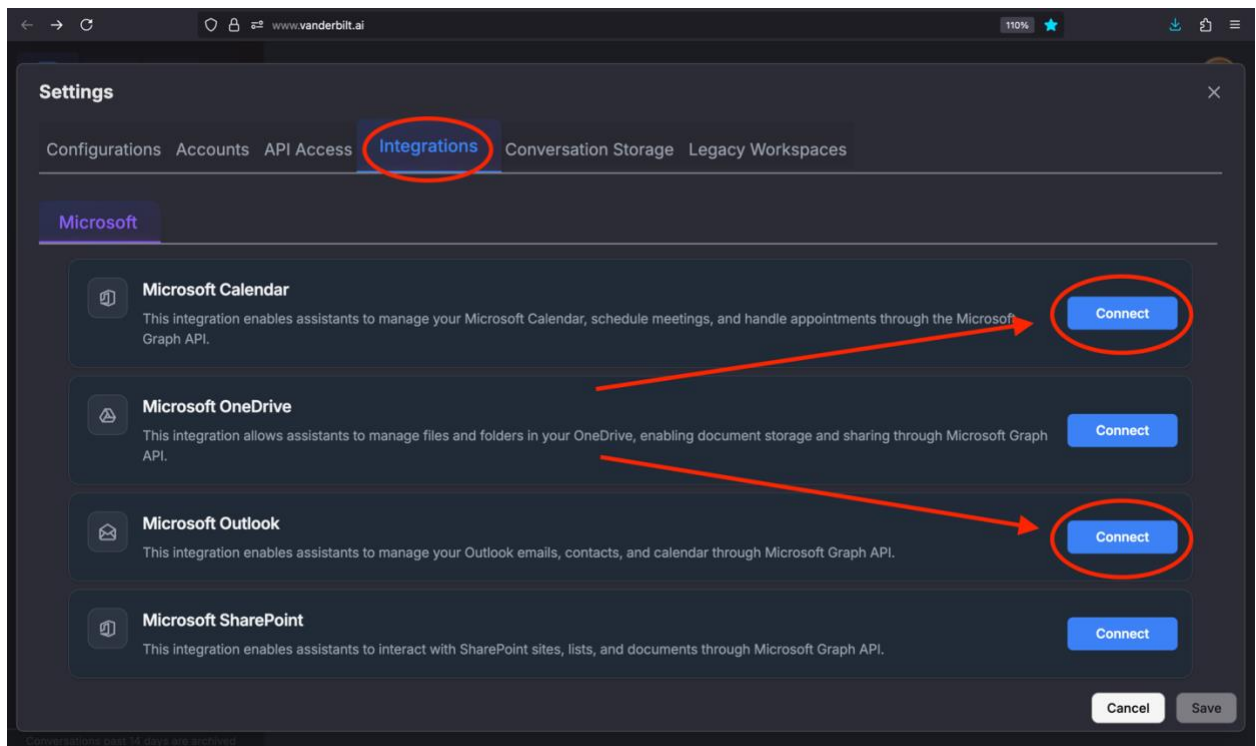To enable integrations (connections to Microsoft Office 365 Outlook, Calendar and OneDrive), follow these steps:
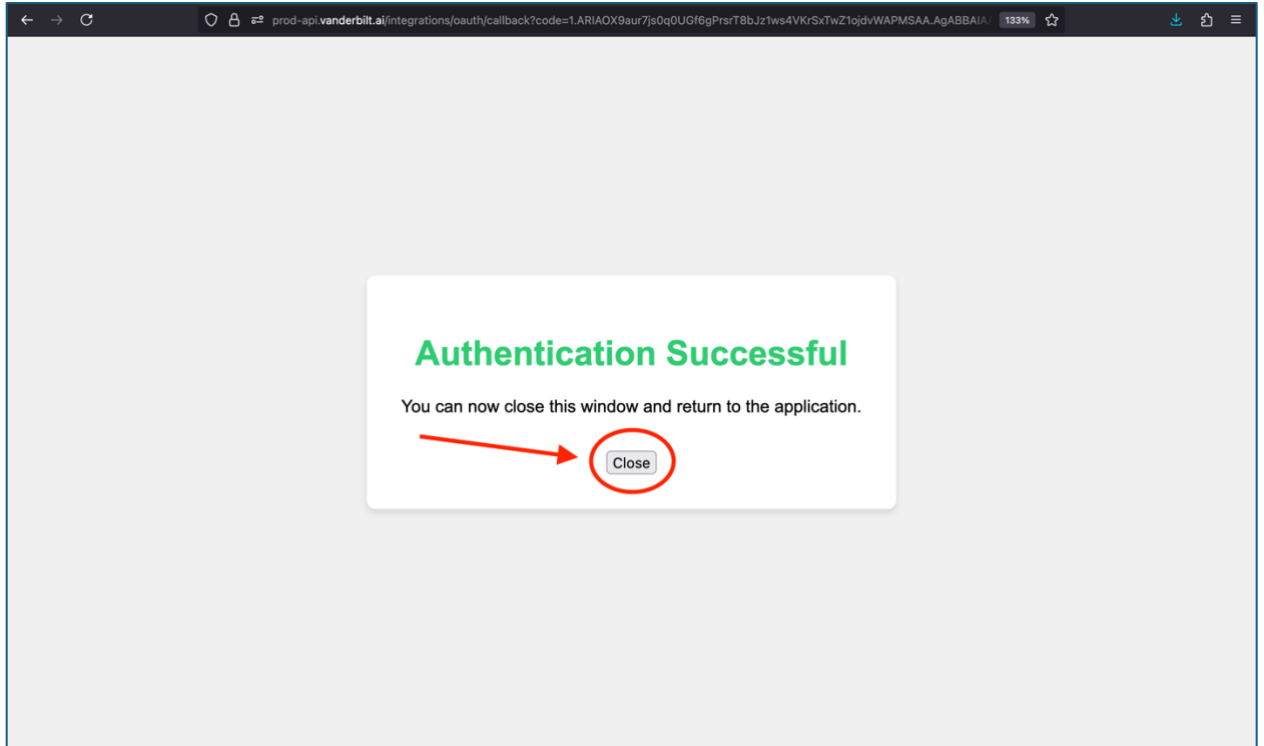
1. Click your user icon in the top right corner of your screen and select "Settings".

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"