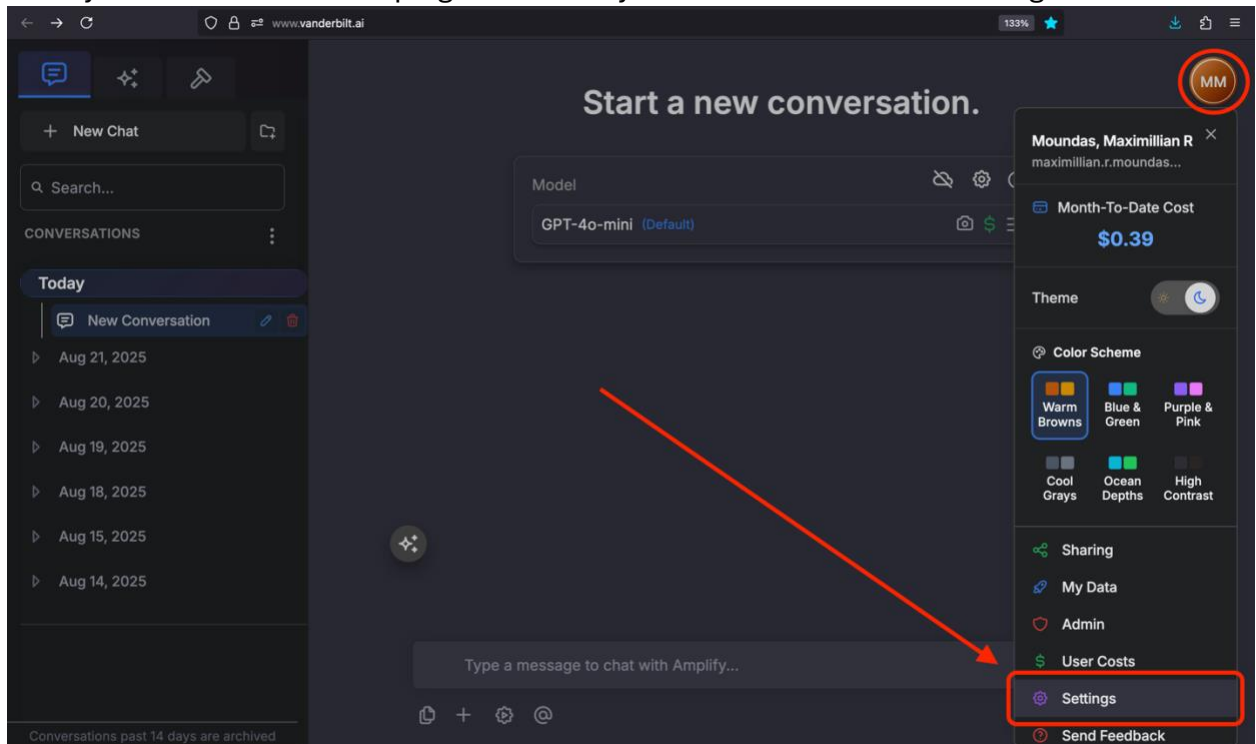
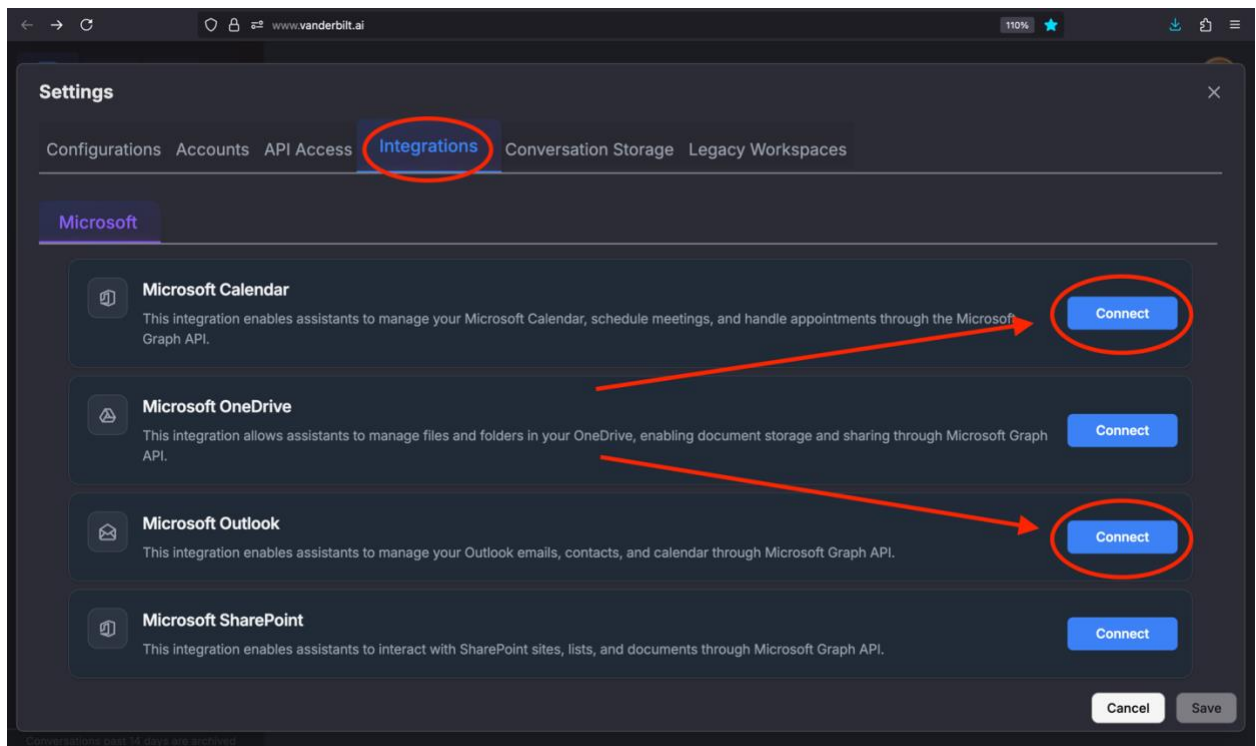


Amplify Assistants can access your Outlook Email and Outlook Calendar. Follow these steps to create and assist with these capabilities:

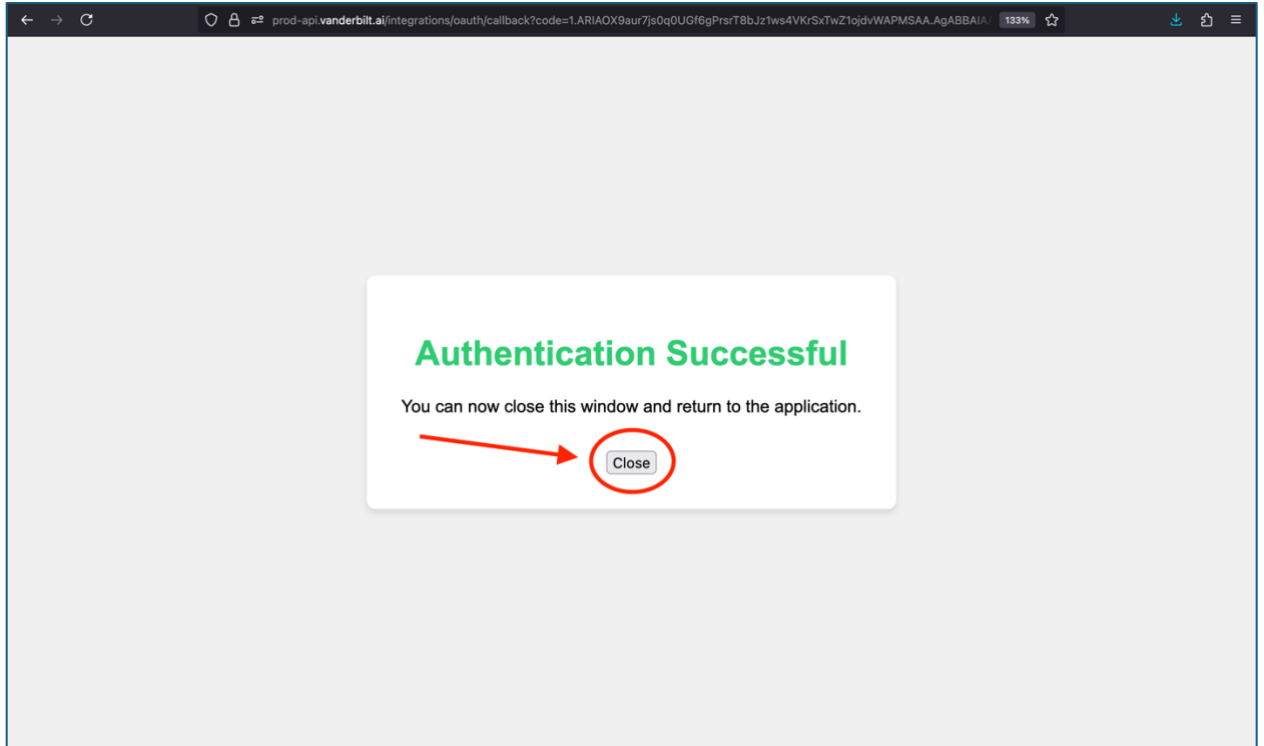
1. Click your user icon in the top right corner of your screen and select “Settings”.



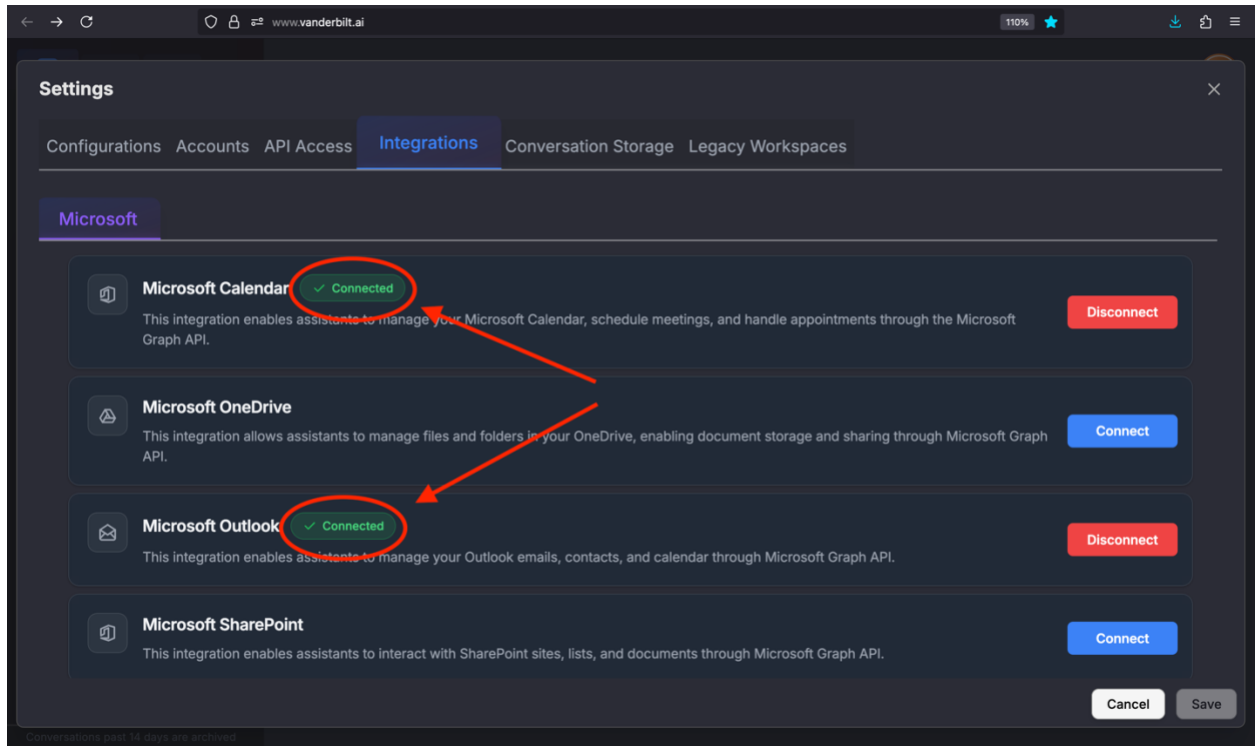
2. Navigate to the “Integrations” tab and click “Connect” on the Microsoft Calendar and Microsoft Outlook items.



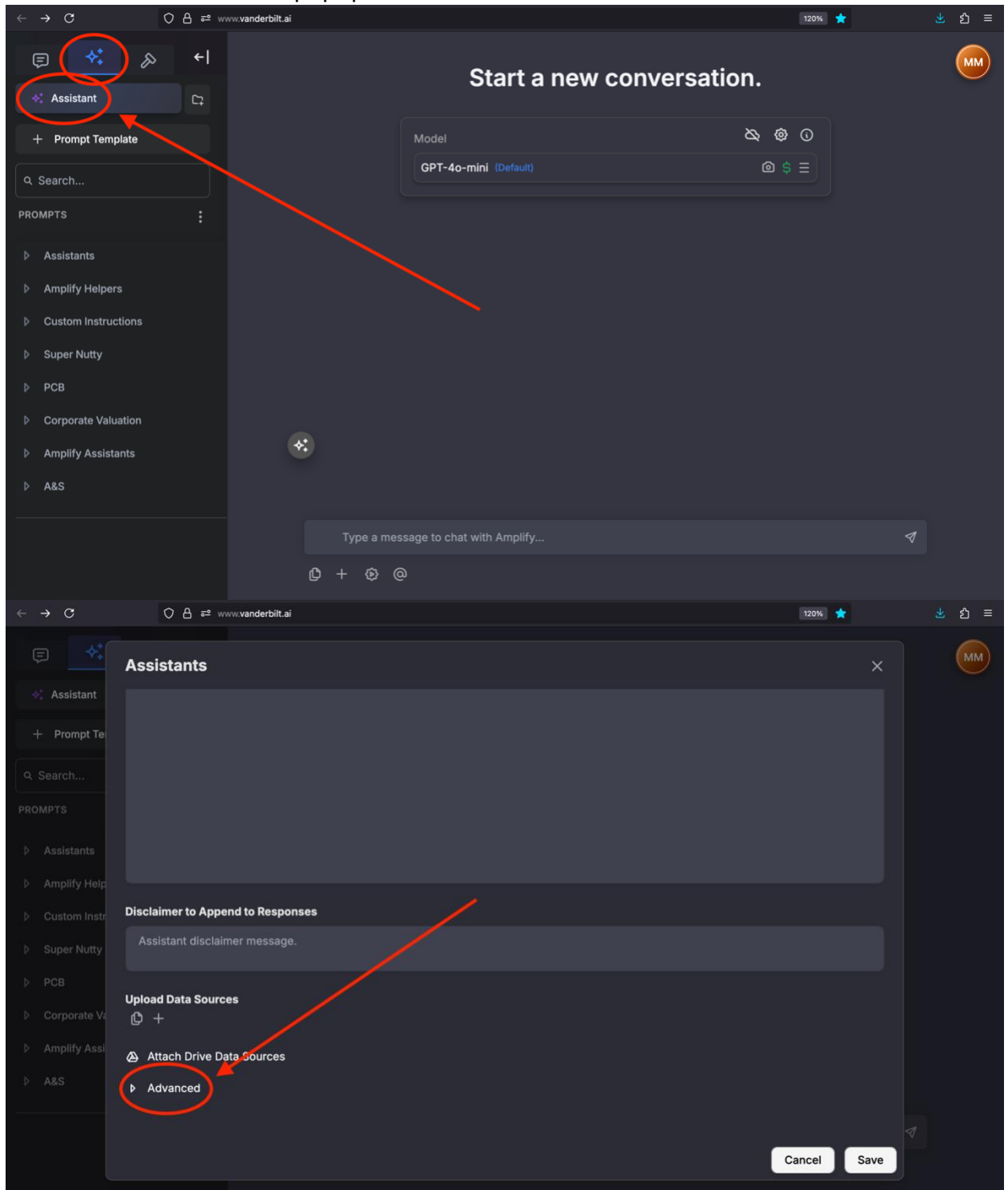
3. A popup will open in a new tab. Select your Vanderbilt account, click accept on the “Permissions requested” page, and click “Close” when you reach the “Authentication Successful” page. Note that these integrations simply establish the connection needed for subsequent steps; Amplify will never take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



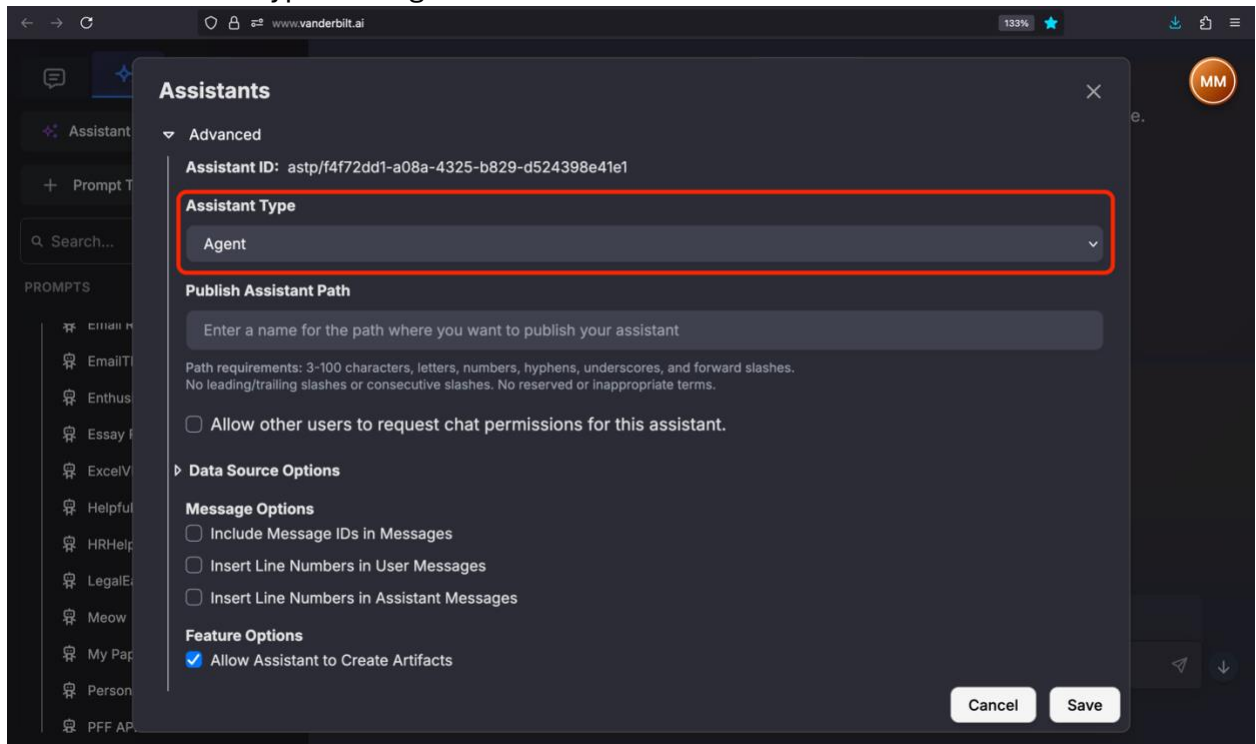
4. You should now see the Microsoft Calendar and Microsoft Outlook integrations as “Connected”



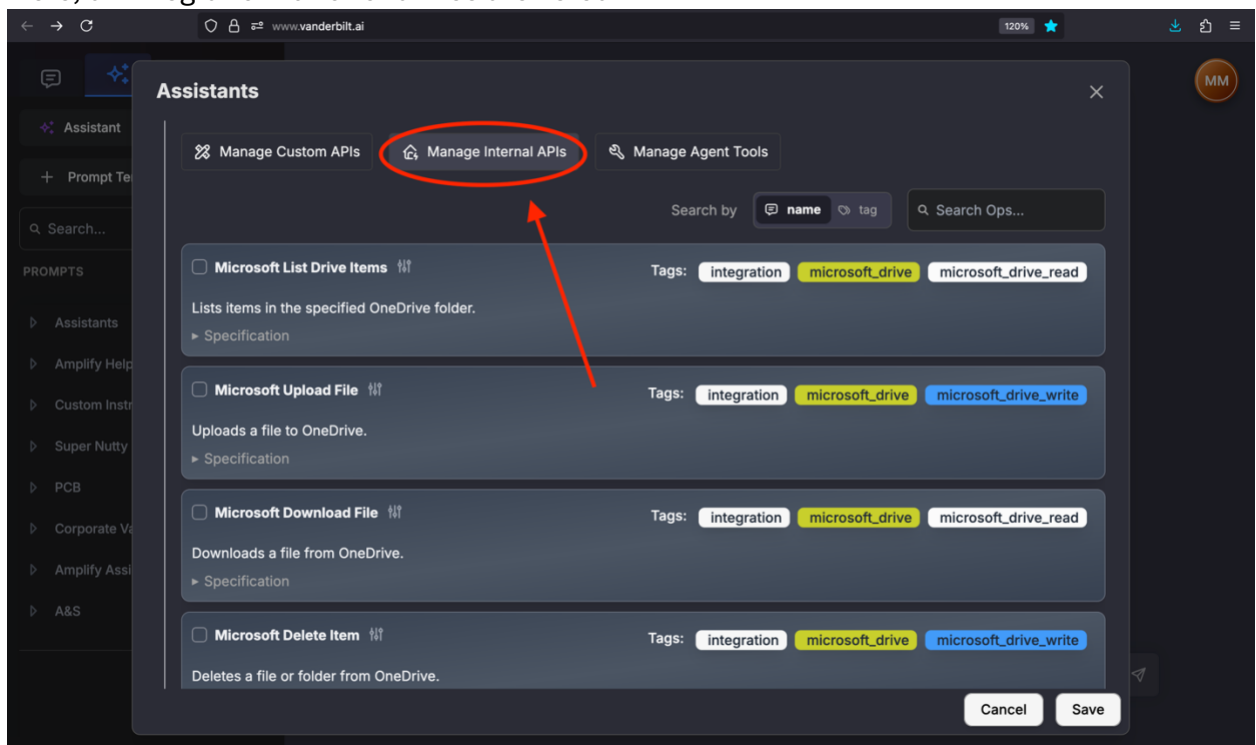
5. Now that integrations are enabled, you can add the Outlook and Calendar capabilities to an assistant. Create an assistant or edit an existing assistant, scroll down to the bottom of the popup and click “Advanced”.



- Set the “Assistant Type” as “Agent”.



- Scroll down to the bottom of the advanced section and click “Manage Internal APIs”. Here, all integration functionalities are listed.



8. Attach these operations by selecting the checkbox next to each one to illicit the expected functionality:
 - a. **Read emails:** Microsoft List Messages, Microsoft Get Message Details
 - b. **Write drafts:** Microsoft Create Draft
 - c. **Send emails:** Microsoft Create Draft, Microsoft Send Draft
 - d. **Read calendar:** Microsoft List Calendars, Microsoft Get Events Between Dates, Microsoft Get Event Details
 - e. **Create calendar events:** Microsoft List Calendars, Microsoft Create Event
9. Once you have attached the operations to the assistant, click “Save”, then have a conversation with your assistant and watch it complete tasks!