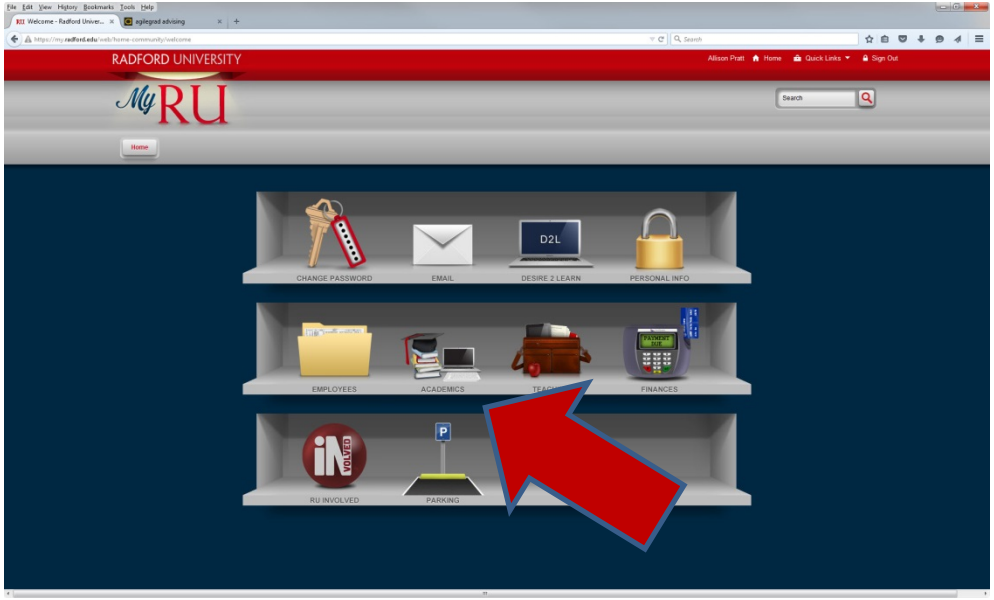
SYNCING OUTLOOK IN AGILE ADVISOR

RADFORD
UNIVERSITY

LOG IN TO AGILE ADVISOR

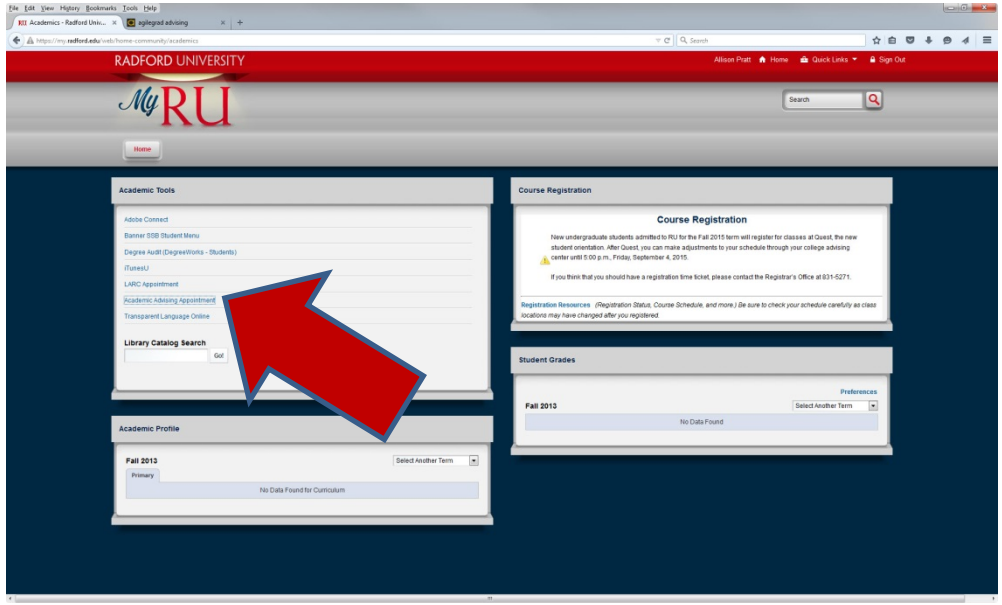
Sign in through your MyRU account: https://my.radford.edu

Click on the “Academics” tab.



LOG IN TO AGILE ADVISOR

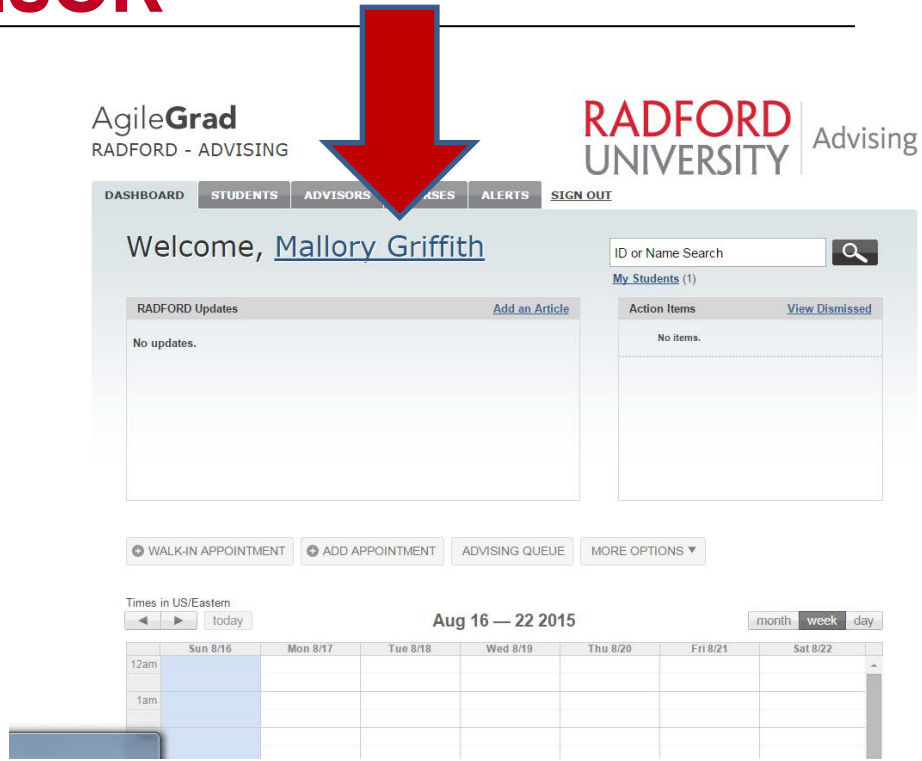
Then, click on “Academic Advising Appointment.”



LOG IN TO AGILE ADVISOR

Once you've logged in (direct from MyRU or from the Agile Advisor website), this should be your view.

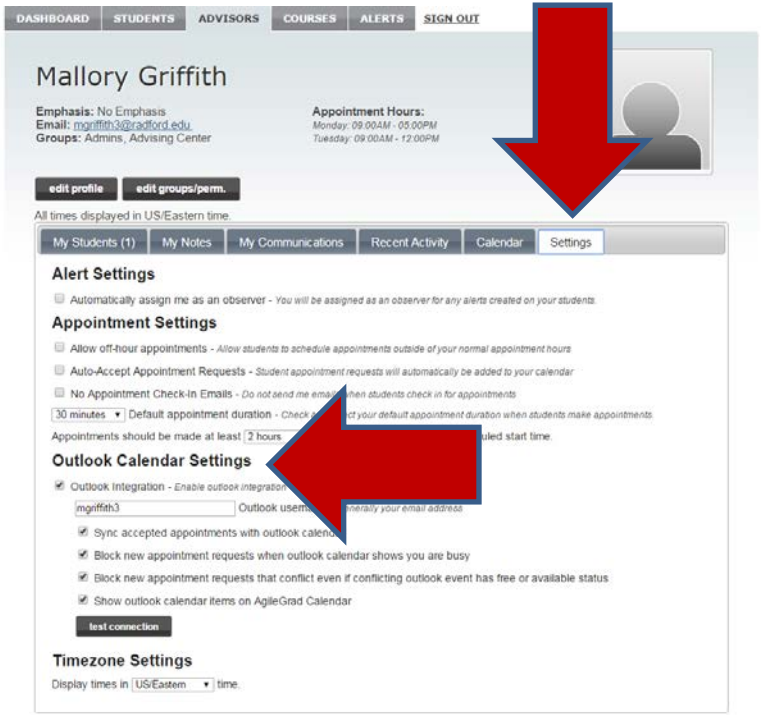
Once you've logged in, click on your name to open your profile area.



CHECK THE OUTLOOK SETTINGS

Then, click the Settings tab on the far right side.

Review your Outlook Calendar Settings area to make sure you've selected the permissions you'd like to select.

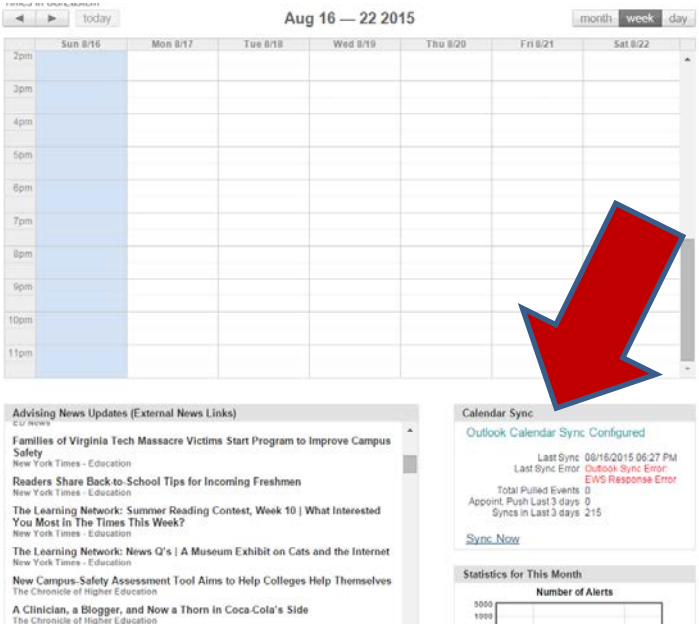


SYNC YOUR OUTLOOK

Click on the Dashboard tab to return to your homescreen.

Scroll down to the Calendar Sync box under your calendar.

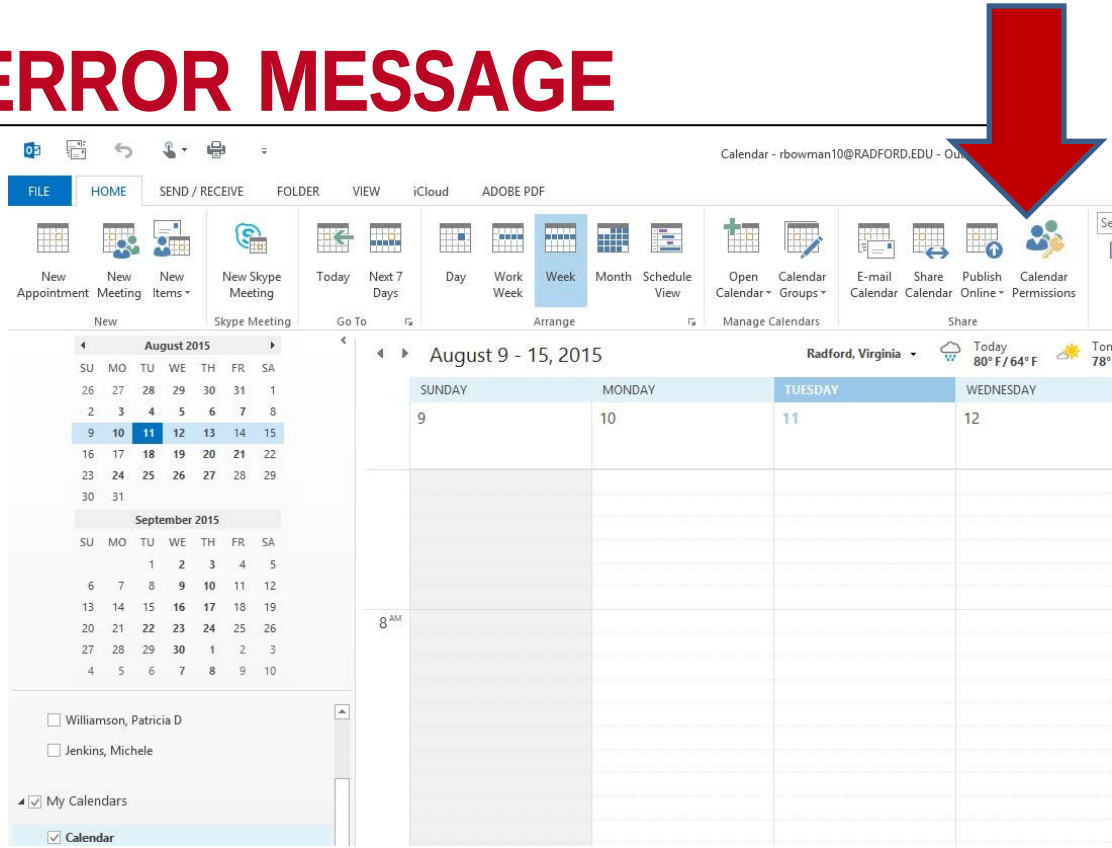
Click “Sync Now”



IF YOU HAVE AN ERROR MESSAGE

Open your Outlook Calendar.

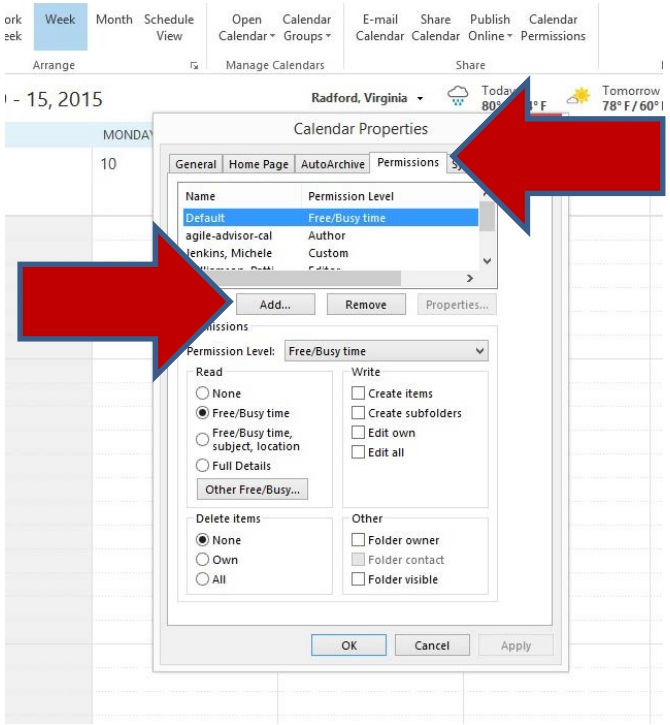
Click “Calendar Permissions”



IF YOU HAVE AN ERROR MESSAGE CONT'D

Click on the Permissions tab in the pop-up box.

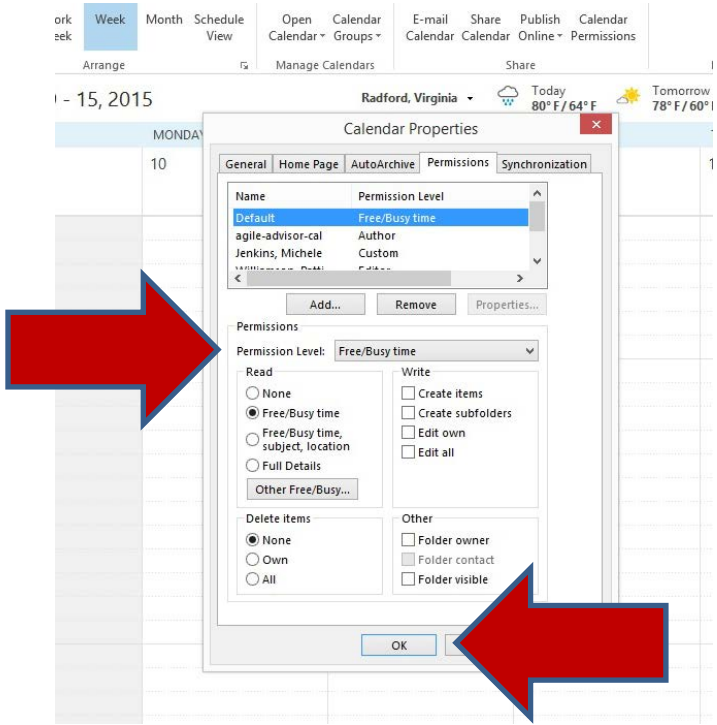
Then, click "Add" and choose agile-advisor-cal



IF YOU HAVE AN ERROR MESSAGE CONT'D

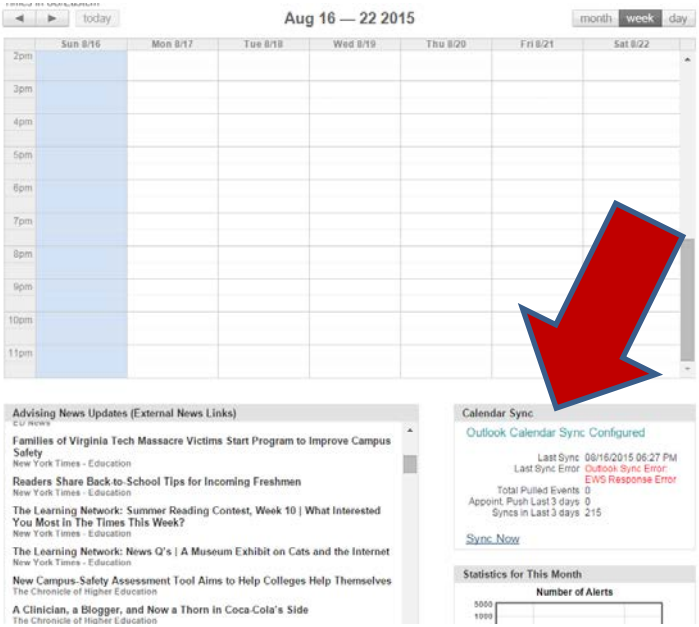
In the Permissions level drop down, choose "Author"

Then, click the Okay button.



LOG BACK IN TO AGILE ADVISOR

https://agilegrad.radford.com

Scroll down to the Calendar Sync box under your calendar.

Click “Sync Now”