Sync Your Calendar with Outlook using the Web App

The availability you set up within Navigate dictates students’ ability to schedule appointments with you. You have the added option to integrate your calendar with the Navigate platform to pull in Free/Busy times from your personal calendar and push appointments scheduled in Navigate to your personal calendar.

First you will need to set up permissions in Outlook, then you will initiate the sync from Navigate.

**Individual User Permissions Setup: Outlook**

1. In Outlook, navigate to your calendar, then click “share” in the upper right hand corner.

2. In the “share with” box start typing EAB, then select EAB Calendar Sync
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3. In the drop down menu to the right of EAB Calendar Sync, select “Editor”, then click on “Send”
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Initiating The Sync Within Navigate

1. Toggle to the calendar page within Navigate using the calendar icon on the left side toolbar.
2. Select Settings and Sync on the top right side of the page.
3. Click Setup Sync. Click on the Microsoft Outlook button:

4.

5. On the next screen, select Outlook Service Accounts:

6. Navigate will initiate the sync with your Outlook account.

The Two-Way Sync will enable that any agenda item created in Navigate will sync back to your Outlook Calendar. All existing events and events that are created from your Outlook Calendar will be shown as 'Busy' in Navigate.