

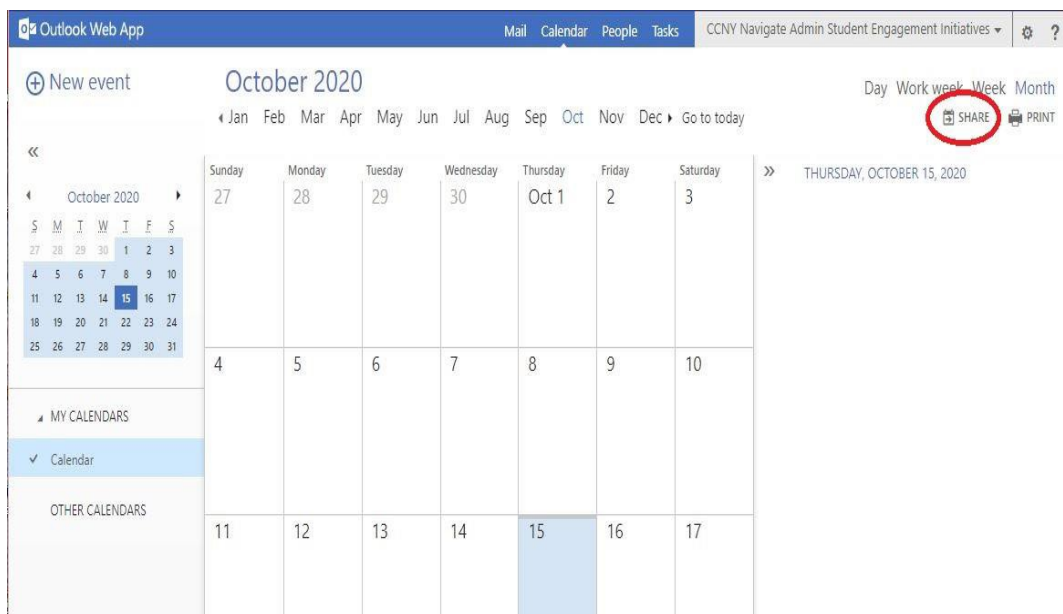
Sync Your Calendar with Outlook using the Web App

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.

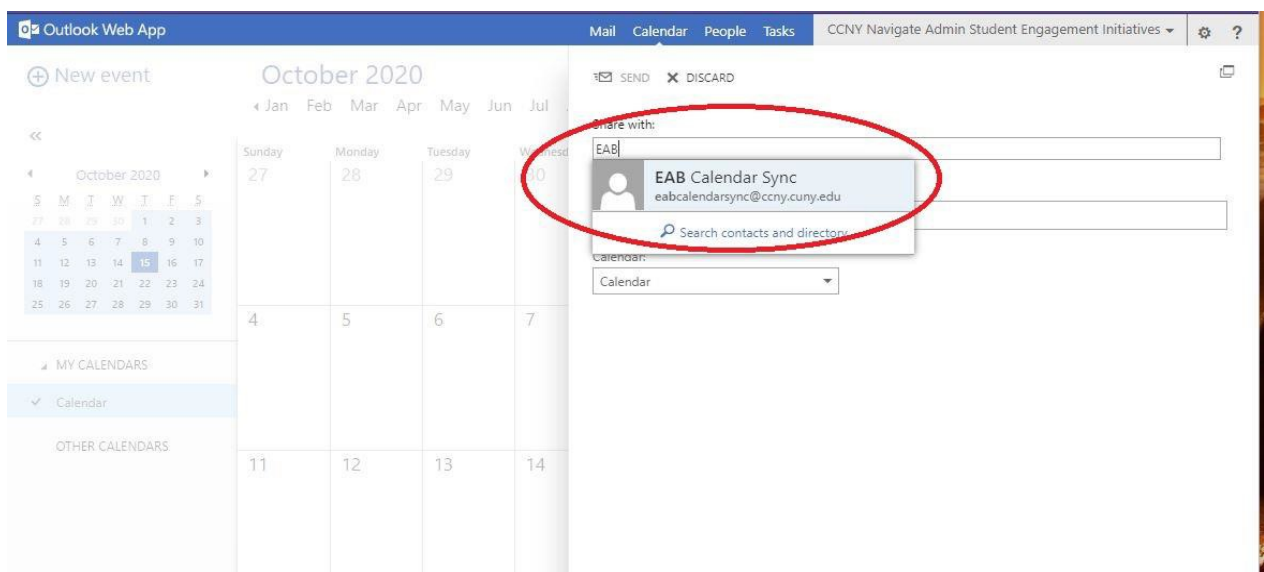
First you will need to set up permissions in Outlook, then you will initiate the sync from Navigate.

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 CalendarSync



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3. In the drop down menu to the right of EAB Calendar Sync, select "Editor", then click on "Send"

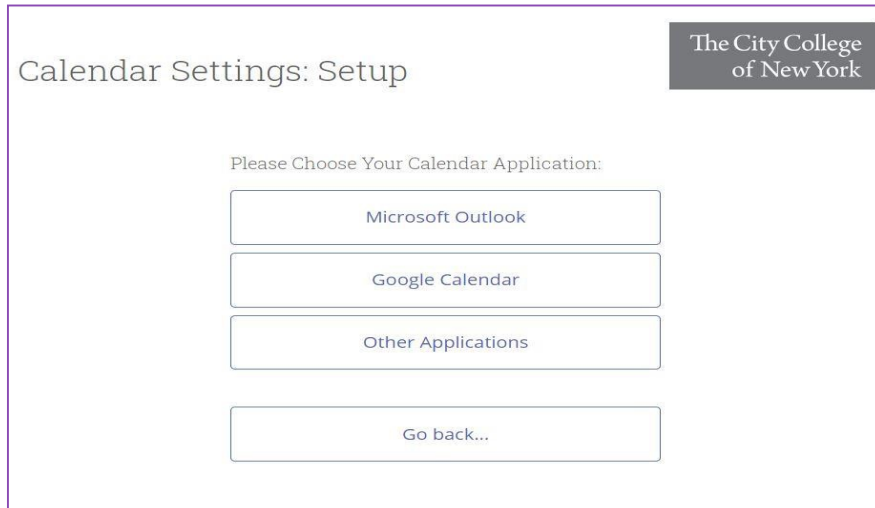
The screenshot shows the Outlook Web App interface. On the left, there is a calendar view for October 2020. The main area displays the 'Share with' dialog for 'EAB Calendar Sync' (eabcalendarsync@ccny.cuny.edu). The subject is 'I'd like to share my calendar with you'. The 'Full details' dropdown menu is open, showing options: 'Full details', 'Availability only', 'Limited details', 'Full details', 'Editor', and 'Delegate'. The 'Editor' option is selected and circled in red. A green arrow points to the 'SEND' button at the top of the dialog.

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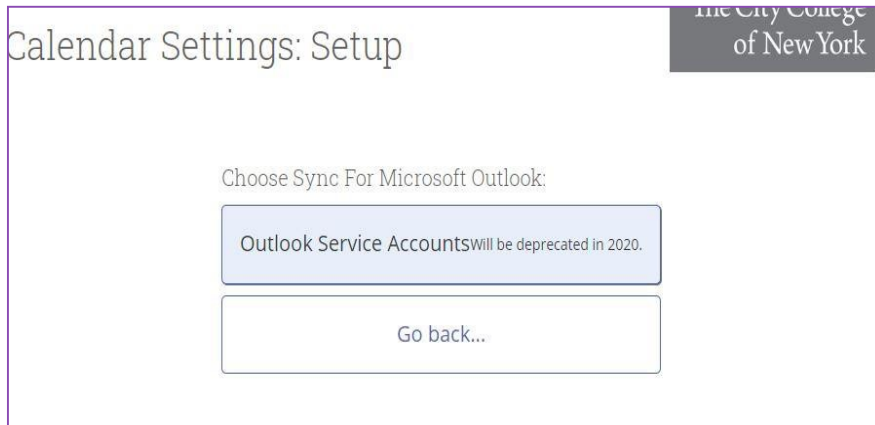
Initiating The Sync Within Navigate

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 you 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