The City College of New York



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.

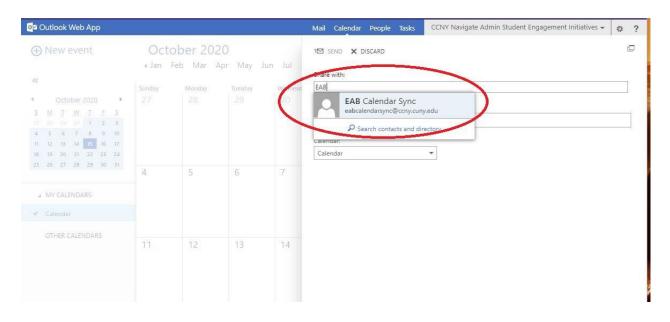
First you will need to set up permissions in Outlook, then you will initiate the sync from Navigate.

Individual User Permissions Setup: Outlook

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

≌ Outlook Web App				N	lail Calendar	People Ta	asks CCNY Na	avigate Admin Student Engagement Initiatives 👻 👔
⊕ New event		b <mark>er 202</mark> eb Mar A		in Jul Aug	Sep Oct	Nov Dec	C 🕨 Go to today	Day Work week Week Monti
M I W I E S S M I W I E S 27 28 29 30 I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Sunday 27	Monday 28	Tuesday 29	Wednesday 30	Thursday Oct 1	Friday 2	Saturday 3	THURSDAY, OCTOBER 15, 2020
MY CALENDARS Calendar OTHER CALENDARS	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	

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"

Outlook Web App					Mail Calendar People Tasks CCNY Navigate Admin Student Engagement Initiatives - 🔅 ?
⊕ New event		o <mark>er 2020</mark> Mar Api		Jul	™ SEND X DISCARD
~	Sunday	Monday	Tuesday	Wednesd	
October 2020 Image: square 5 M T W T E S 27 28 29 20 1 2 3 4 5 6 7 8 9 10					EAB Calendar Sync eabcalendarsync@ccny.cuny.edu
11 12 13 14 15 16 17					Subject: Limited details
18 19 20 21 22 23 24 25 26 27 28 29 30 31					I'd like to share my calendar with you Full details
	4	5	6	7	Calendar:
# MY CALENDARS					Calendar
✓ Calendar					
OTHER CALENDARS					
UTHEN CALENDANS	11	12	13	14	
	18	19	20	21	

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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.

Calendar Settings: Setup	The City College of New York
Please Choose Your Calendar Application:	
Microsoft Outlook	
Google Calendar	
Other Applications	
Go back	

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

Calendar Set	tings: Setup	of New York
	Choose Sync For Microsoft Outlook: Outlook Service Accountswill be deprecated in 2020.	
	Go back	

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