

Syncing Your Google Calendar to Navigate

What: Calendar sync is a way to make sure Navigate appointments are shown on your professional calendar and constraints on your professional calendar are reflected in the Navigate platform.

Where: Calendar sync configurations are on the **Calendar** page, which is accessible by clicking the calendar icon in the left-hand navigation bar, and then clicking **Settings and Sync**.

Who: Calendar syncing provides **staff** and **faculty** with the ability to sync their professional calendars with the Navigate calendar.

Conditions: Access to calendar syncing is permission-based.

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Feature Overview

Warning! Only sync your calendar in the live platform and not in your training platform. Sync only one professional calendar with Navigate.

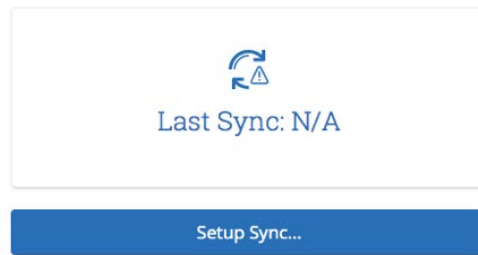
We strongly recommend syncing your calendar to the Navigate platform so that appointments can flow between your Navigate calendar and professional calendar, blocking off that time and preventing double booking.

To set up Calendar Sync, open **My Calendar** and select the **Settings and Sync** button.



The **Calendar Settings** page opens. If you have not yet set up a sync, you see the image below.

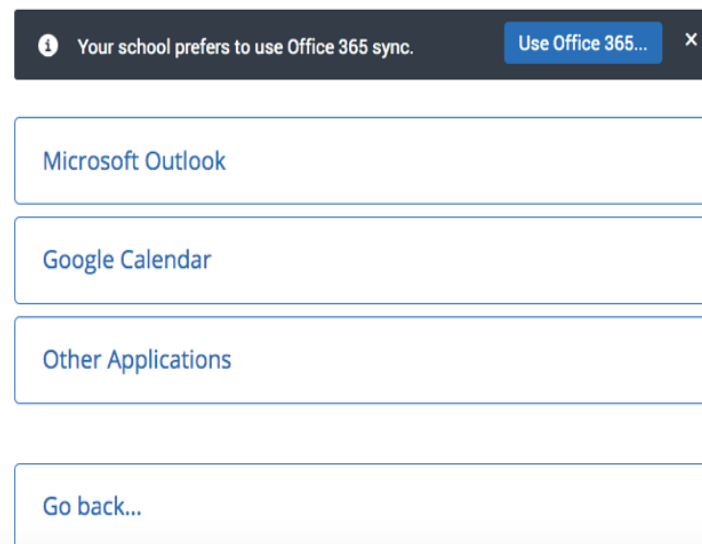
Calendar Settings



Click **Setup Sync**. The **Calendar Settings: Setup** page opens.

Calendar Settings: Setup

Please Choose Your Calendar Application:

A screenshot of the 'Calendar Settings: Setup' page. At the top, there is a dark notification bar with a white information icon, the text 'Your school prefers to use Office 365 sync.', a blue button labeled 'Use Office 365...', and a close icon. Below the notification are four white buttons with blue borders, stacked vertically: 'Microsoft Outlook', 'Google Calendar', 'Other Applications', and 'Go back...'.

You have 4 ways of syncing your calendar. This article explains how to sync a Google Calendar with Navigate.

Syncing with Google Calendar

Select **Google Calendar** from the list of options.

Calendar Settings: Setup

Please Choose Your Calendar Application:

ⓘ Your school prefers to use Office 365 sync. [Use Office 365...](#) ×

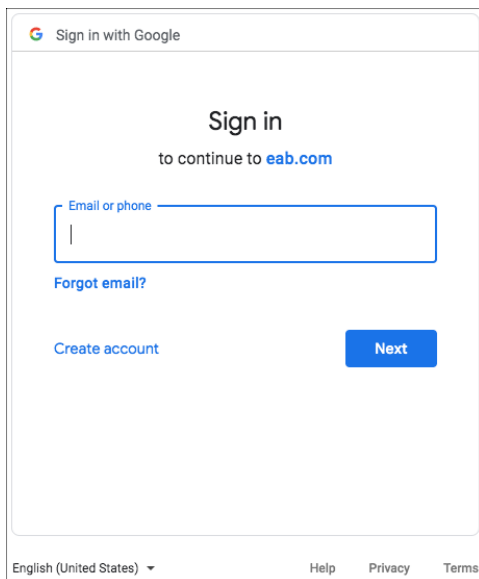
Microsoft Outlook

Google Calendar

Other Applications

Go back...

A Google sign-in page opens.



The image shows a Google sign-in page. At the top left is the Google logo and the text "Sign in with Google". The main heading is "Sign in" followed by "to continue to eab.com". There is a text input field labeled "Email or phone" with a vertical cursor. Below the input field are links for "Forgot email?" and "Create account". A blue "Next" button is positioned to the right of the "Create account" link. At the bottom left, there is a language selector set to "English (United States)". At the bottom right, there are links for "Help", "Privacy", and "Terms".

Enter your email and password to complete the sync setup.

After entering your credentials, you are redirected back to the Navigate Calendar page, and prompted to finish setting up your calendar. Choose one of the following options:

- **Select Calendar for Two-Way Sync (Recommended Option):** All calendar items sync back and forth between your Navigate calendar and your professional calendar (i.e., Navigate calendar ↔ professional calendar). Events from your professional calendar will display as **Busy** in your Navigate calendar. Limited details from Navigate will display in your professional calendar.
- **Select Calendar for Free/Busy Sync:** Choose this option if you only want events from your professional calendar to display as **Busy** on your Navigate calendar (i.e., professional calendar ↔ Navigate calendar).

Select Calendar for Two-Way Sync

Select Calendar for Free/Busy Sync

Save

Back

The image shows a configuration interface for calendar synchronization. It features two dropdown menus for selecting calendars for 'Two-Way Sync' and 'Free/Busy Sync'. Below the dropdowns are two buttons: a blue 'Save' button and a white 'Back' button with a blue border.

After selecting the appropriate calendar, click **Save**. Your sync is complete, with information about the sync on display.

Sync Options

After setting up your sync, you should see something like this when you open your **Settings and Sync** page in Navigate.

Microsoft Office 365:
eab_st_o365_2@eabdev.onmicrosoft.com

Retry Sync...

Disconnect Sync...

The image shows a sync status card for a Microsoft Office 365 account. The card displays the account name and email address. Below the card is a circular refresh icon. Underneath the icon are two buttons: 'Retry Sync...' and 'Disconnect Sync...'.

You have two options listed under the sync to help you troubleshoot when your calendars are not syncing, if your email address has changed, etc.

Retry Sync lets users reconnect to the Navigate servers if calendars are not syncing.

Disconnect Sync lets a user disconnect their personal calendar from Navigate. Users might do this if they leave the institution or have changed their email address. Disconnecting your calendar takes about 30 minutes to finish so your user may still see Navigate items on their calendar for a short time.

Note. Events synced are limited to 3 months in the past and 6 months in the future. You may notice that the events sync until Google stops them (approximately two years).