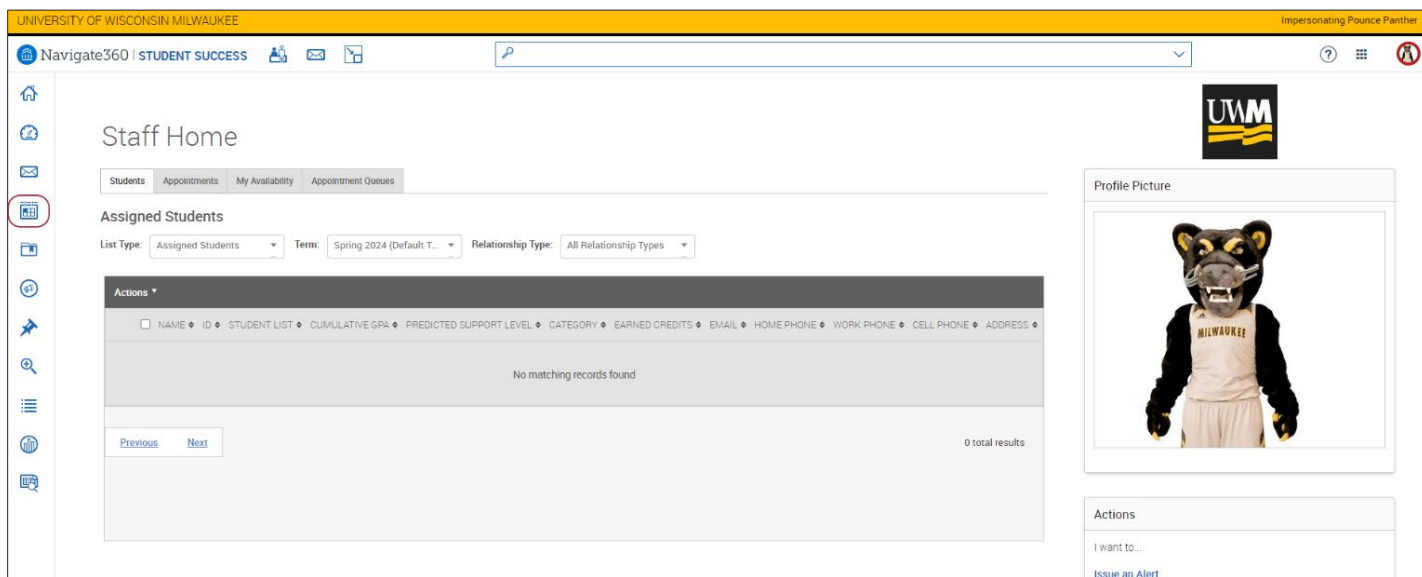


EAB Navigate360 – Syncing Outlook Calendar with Navigate Calendar

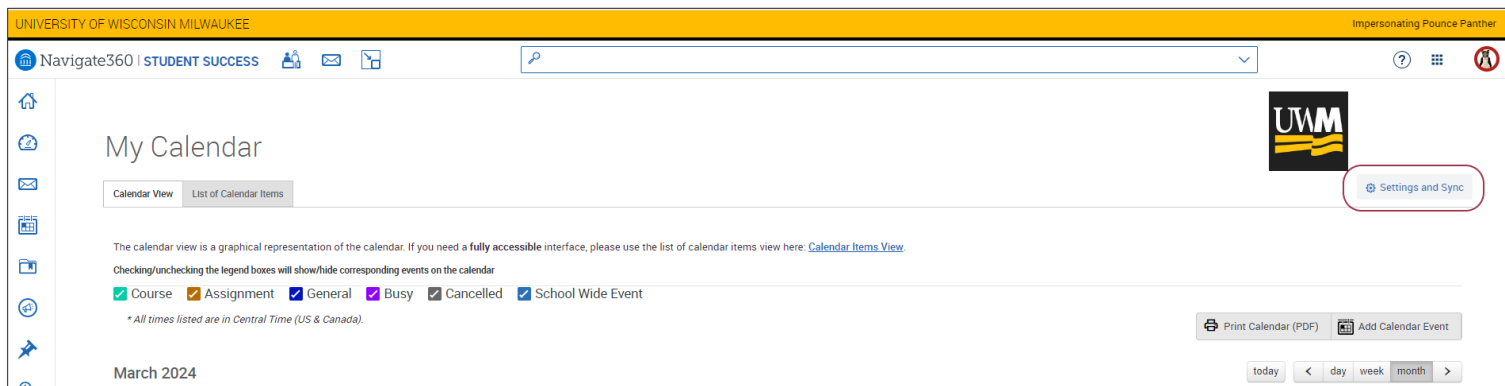
Calendar sync provides a way for faculty and staff to sync their professional calendars with the Navigate360 calendar. This ensures that Navigate360 appointments are shown on their professional calendar and constraints on their professional calendar are reflected in the Navigate360 platform.

As a staff user, once you have access to [Navigate360](#), the first thing you should do is sync up your Navigate360 calendar with your work calendar (e.g., Microsoft Office 365).

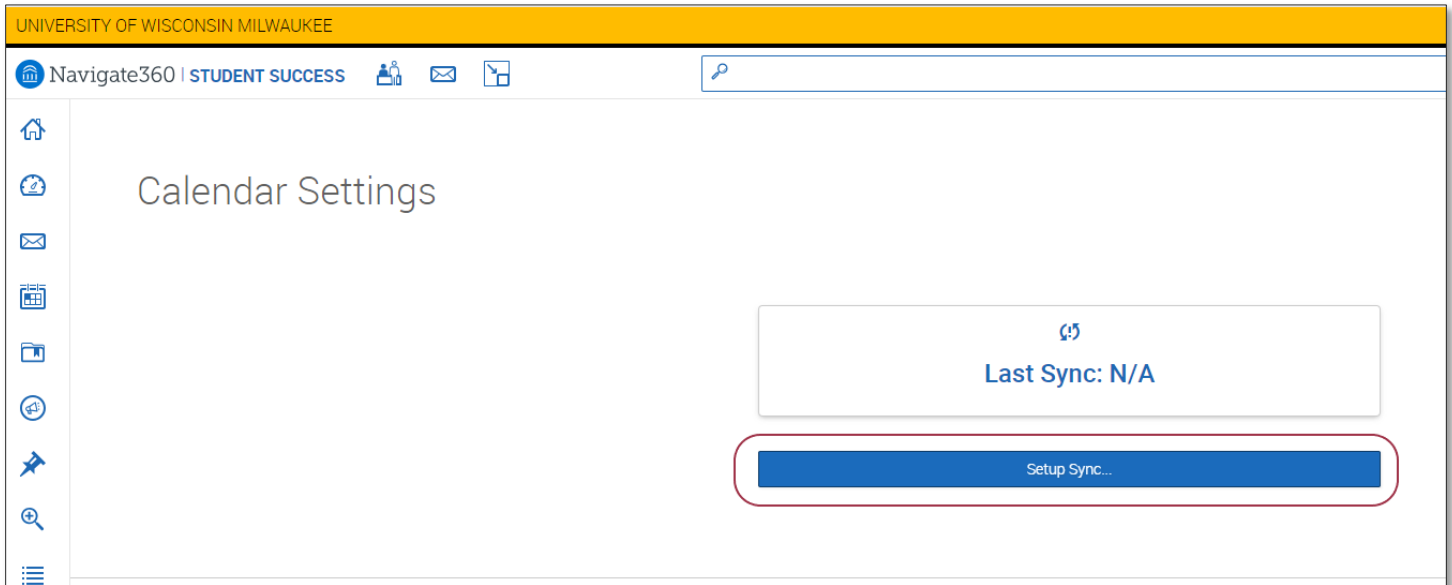
Step 1 – Log into Navigate360 and go to the left navigation bar. Click the **CALENDAR** icon.



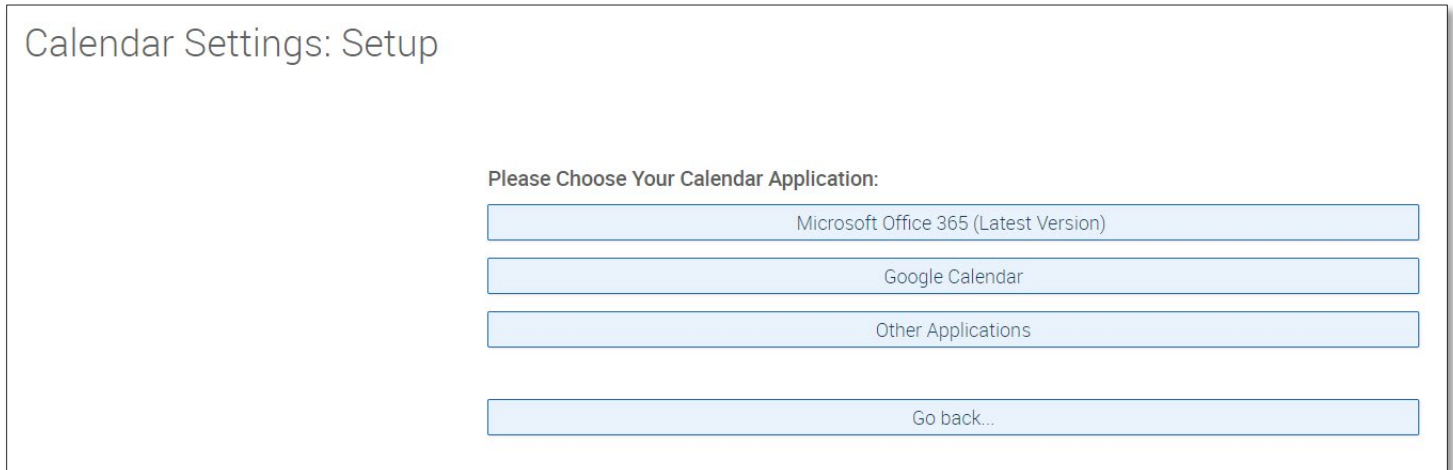
Step 2 – Click on **SETTINGS AND SYNC**, on the righthand side of the My Calendar page.



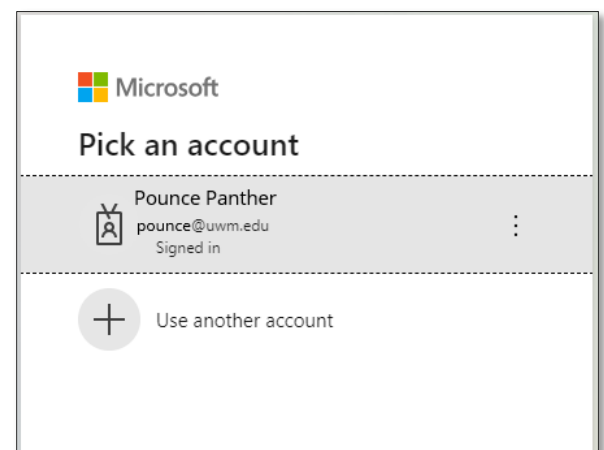
Step 3 – Then click the blue **SETUP SYNC** button.



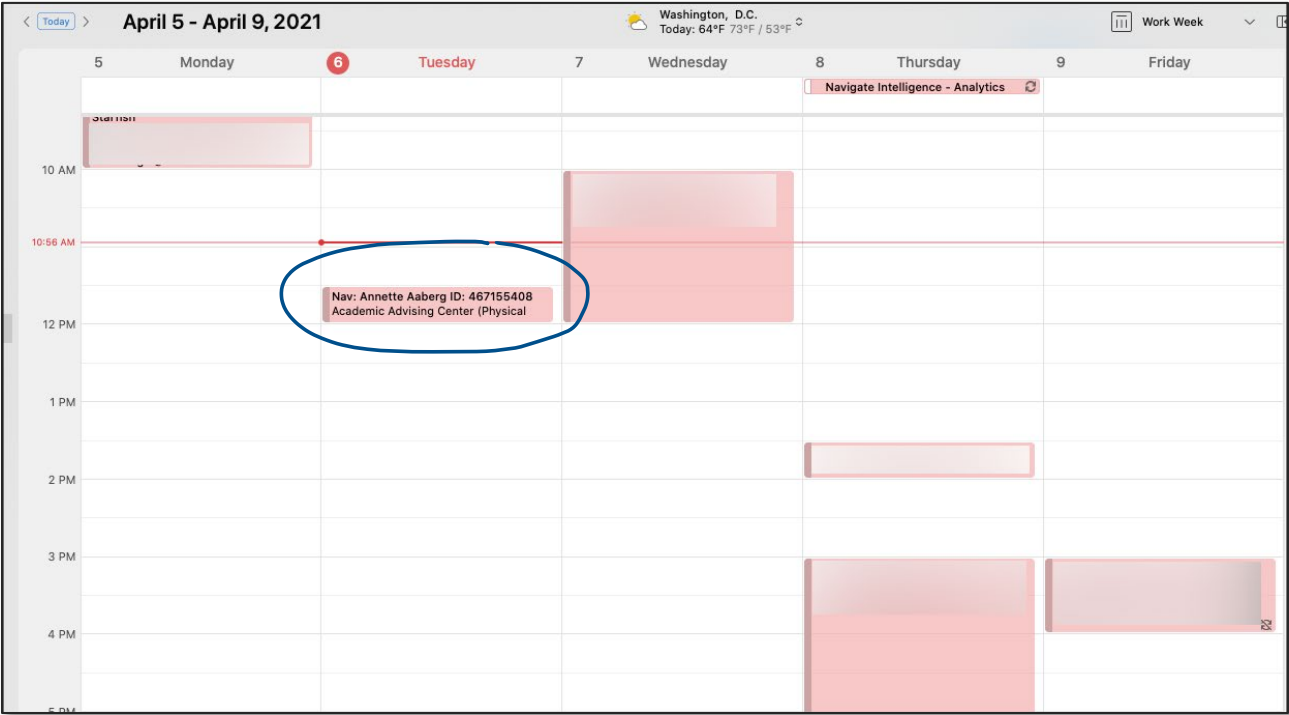
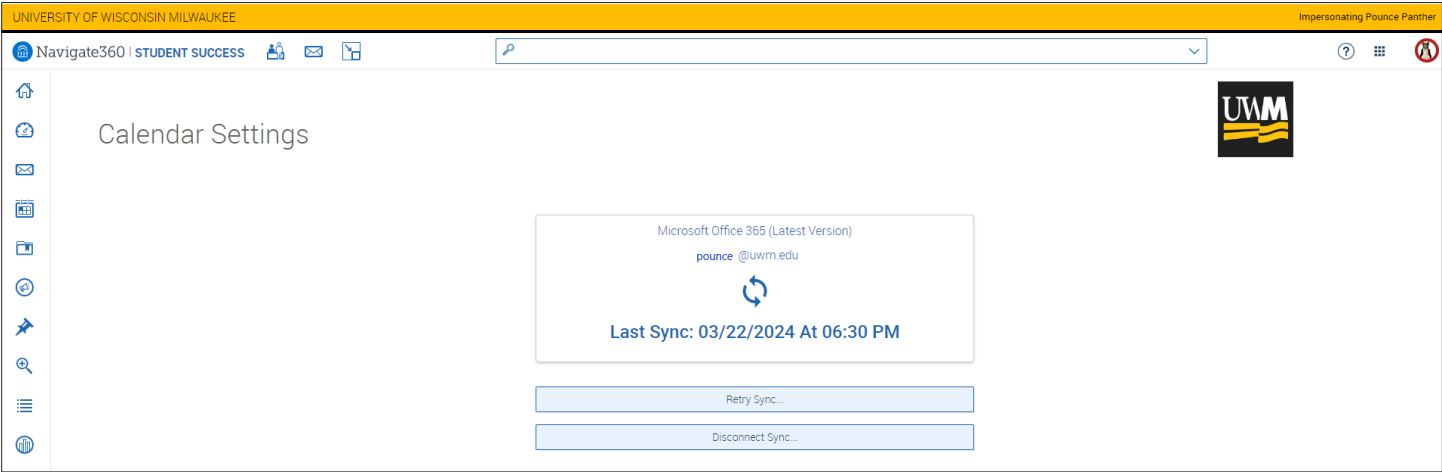
Step 4 – Choose your work calendar application, which is Microsoft Office 365 (Outlook) for UW-Milwaukee staff members.



Step 5 – Next, you will be prompted to provide your Single Sign On (SSO) credentials for the Microsoft Office 365 account that you would like to sync with Navigate360, along agreeing to Terms and Conditions that allow EAB to access your calendar.



Step 6 – Finally, you will be taken back to the main Calendar Settings page and receive a confirmation message that you successfully synced your calendars. It can take 30 minutes to several hours to fully import your calendar from Outlook to Navigate360.



OTHER NOTES

Specific details from your Outlook meetings will **not** be imported to Navigate360. It will only display the date, time, duration, and that you are Busy.

Your Outlook calendar will display student appointment details synced from Navigate360. This includes the student’s name, 9-digit student ID number, and the meeting Service Type (e.g., Coaching, Advising, etc.)

RELATED ARTICLES FROM THE NAVIGATE360 HELP CENTER

To access the Navigate360 Help Center articles, you must first go into Navigate360 > Help > Explore the Help Center and keep this open in a tab.

- [Overview of the Calendar tool](#)
- [Syncing Your Office 365 Calendar to Navigate360](#)
- [My Calendar Isn't Syncing Correctly](#)
- [Questions about Calendar Sync](#)