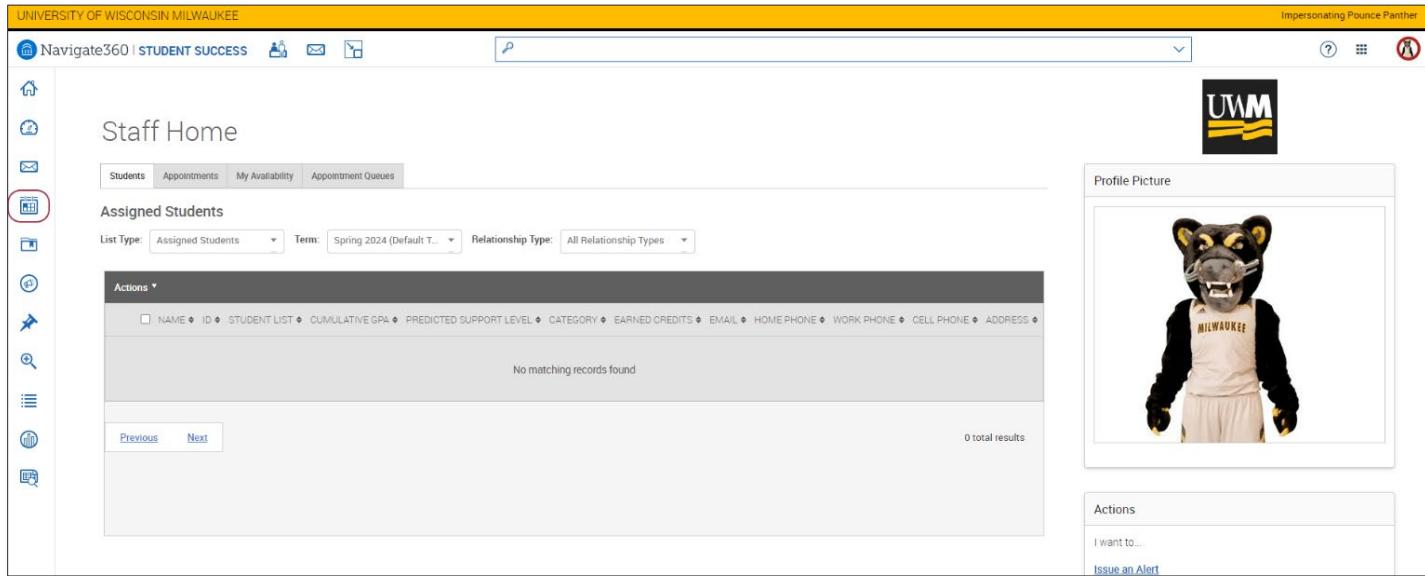


EAB Navigate360 – Syncing Outlook Calendar with Navigate Calendar

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.

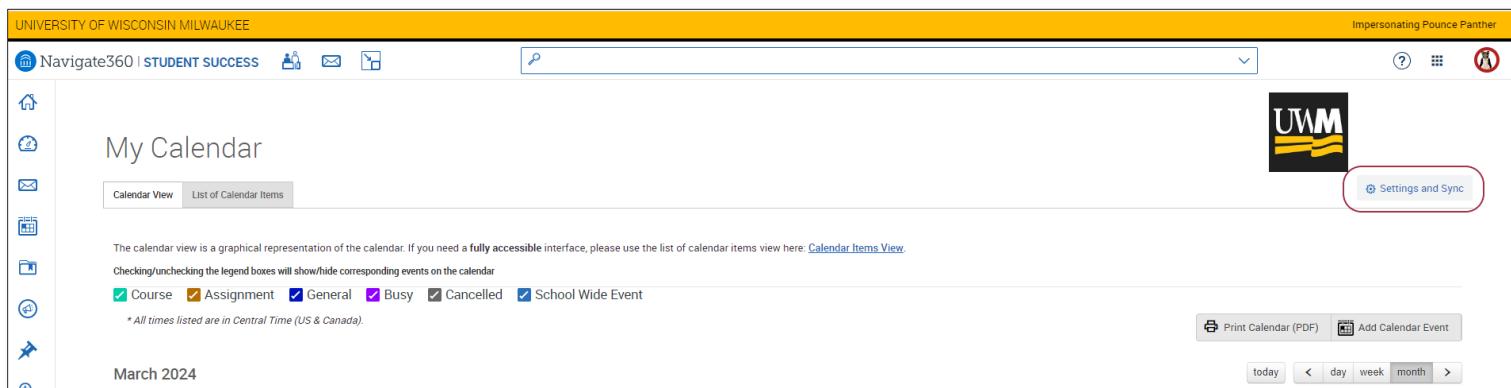
As a staff user, once you have access to [Navigate360](#), the first thing you should do is sync up your Navigate360 calendar with your work calendar (e.g., Microsoft Office 365).

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



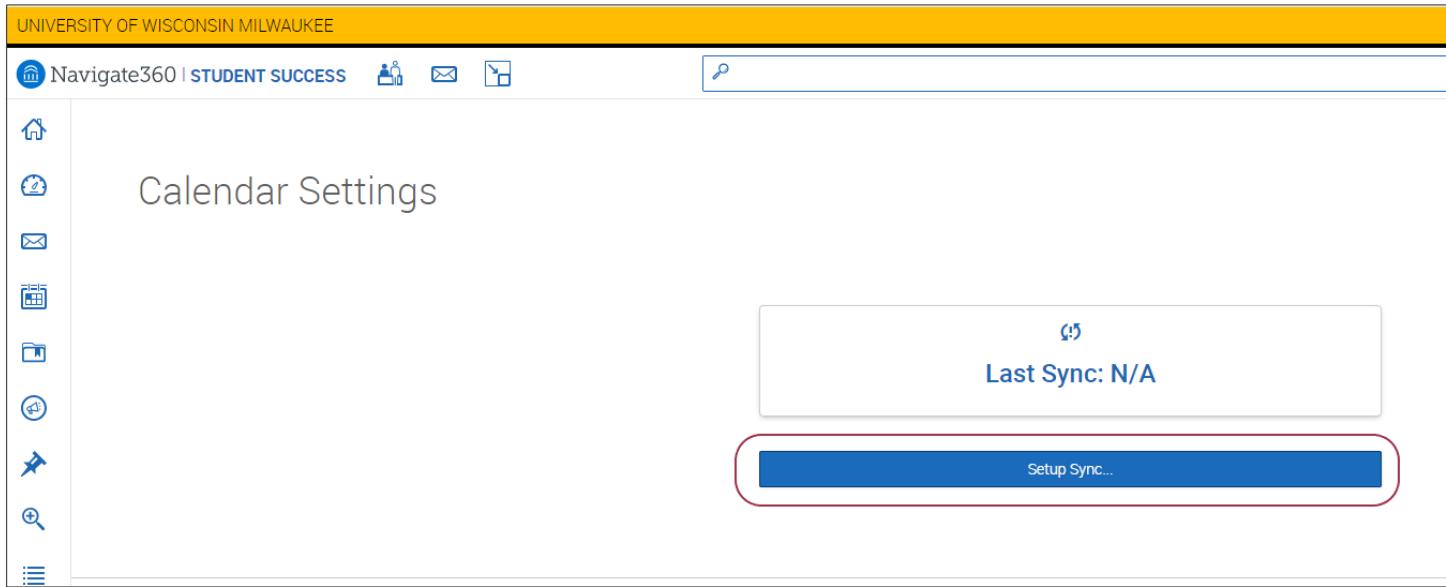
The screenshot shows the 'Staff Home' page of the Navigate360 system. The left sidebar features a navigation menu with various icons, including a calendar icon which is highlighted with a red circle. The main content area displays a search bar and a section titled 'Assigned Students' with a table and search filters. To the right, there is a 'Profile Picture' section showing the 'Pounce Panther' mascot, and a sidebar with 'Actions' and 'I want to...' buttons.

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



The screenshot shows the 'My Calendar' page. The left sidebar has a 'Settings and Sync' icon highlighted with a red circle. The main area displays a calendar view for March 2024, with a legend for event types and buttons for 'Print Calendar (PDF)' and 'Add Calendar Event'.

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



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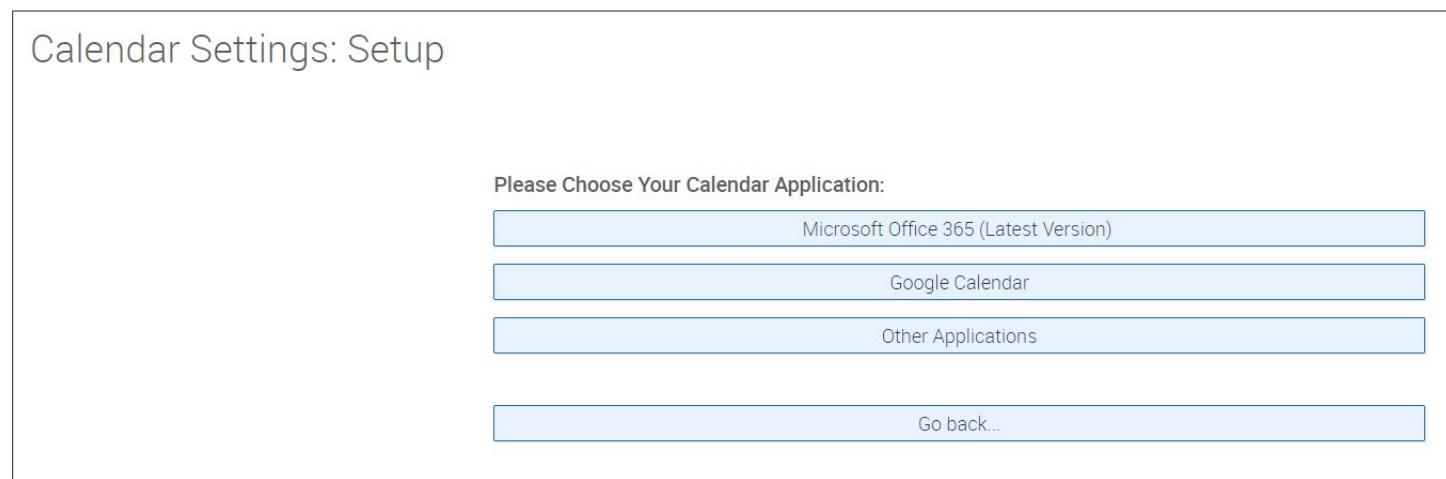
Navigate360 | STUDENT SUCCESS

Calendar Settings

Last Sync: N/A

Setup Sync...

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



Calendar Settings: Setup

Please Choose Your Calendar Application:

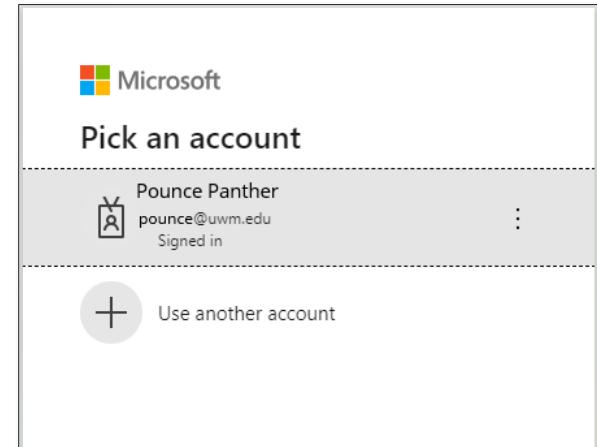
Microsoft Office 365 (Latest Version)

Google Calendar

Other Applications

Go back...

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.



Microsoft

Pick an account

Pounce Panther
pounce@uwm.edu
Signed in

Use another account

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.

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Impersonating Pounce Panther

Navigate360 | STUDENT SUCCESS

Calendar Settings

Microsoft Office 365 (Latest Version)
pounce @uwm.edu

Last Sync: 03/22/2024 At 06:30 PM

Retry Sync...

Disconnect Sync...

UWM Logo

Today > April 5 - April 9, 2021 Washington, D.C. Today: 64°F 73°F / 53°F Work Week

| 5 | Monday | 6 | Tuesday | 7 | Wednesday | 8 | Thursday | 9 | Friday |
|----------|--------|---|---------|---|-----------|---|----------|---|--------|
| | | | | | | | | | |
| 10 AM | | | | | | | | | |
| 10:56 AM | | | | | | | | | |
| 12 PM | | | | | | | | | |
| 1 PM | | | | | | | | | |
| 2 PM | | | | | | | | | |
| 3 PM | | | | | | | | | |
| 4 PM | | | | | | | | | |
| 5 PM | | | | | | | | | |

10:56 AM

Nav: Annette Aaberg ID: 467155408
Academic Advising Center (Physical)

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](#)