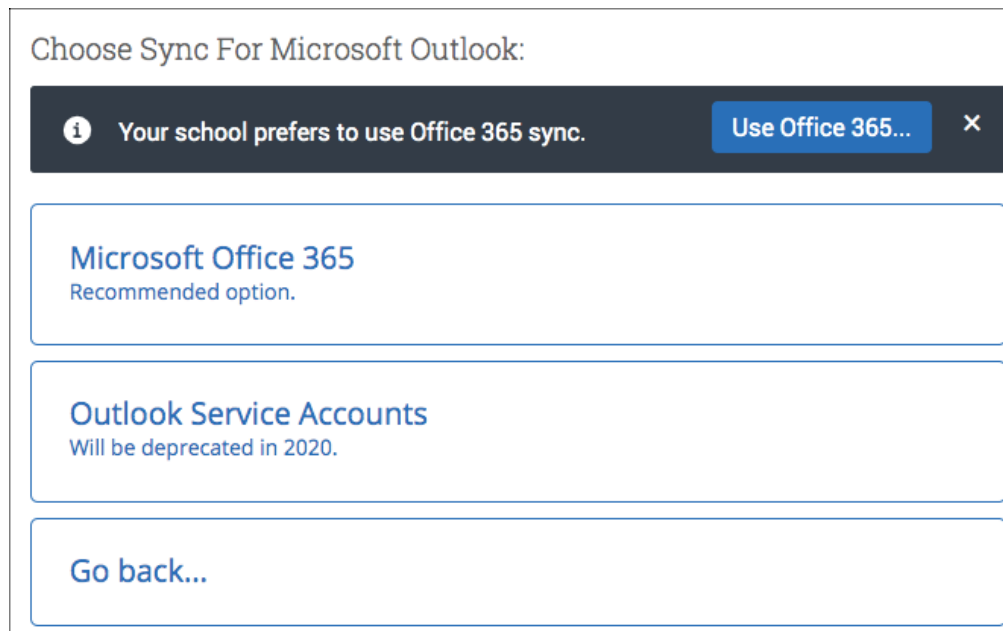


Appendix B: Sync Your Outlook Calendar

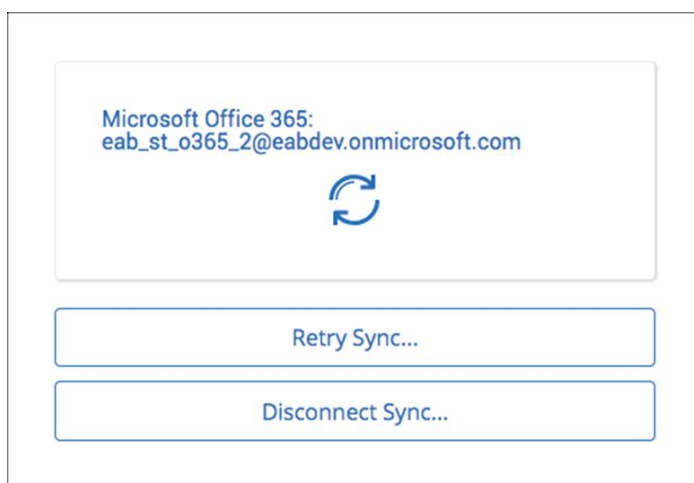
Integrating Your Calendar

The availability you set up within Navigate360 dictates students' ability to schedule appointments with you. You have the added option to integrate your calendar with the Navigate360 platform to pull in Free/Busy times from your personal calendar and push appointments scheduled in Navigate360 to your personal calendar.

1. Toggle to the calendar page within Navigate360 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](#). You will see a "Your school prefers to use Office 365 sync" banner on Calendar with a "Use Office 365..." button to begin the setup.



4. Upon clicking the button, you will be routed to login.microsoftonline.com. If the you are not already signed into Office 365, you will be prompted to sign in.
5. After signing in, Office 365 will ask you to grant permission for the application to access your calendar. Pressing "Accept" will authorize and begin the syncing.



The browser will return to the Calendar Integrations page. The "Exchange Integration" tab will no longer appear. The "Office365 Integration" tab will now show the timestamp for the last successful sync (or any applicable error message) and will include options for you to Retry or Disconnect the sync as needed.

The Two-Way Sync will enable that any agenda item created from Navigate360 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 Navigate360



For more detailed guidance, check out the [Help Center](#)!