



Navigate: How to Sync Your Calendar

Syncing your Navigate calendar to your electronic calendar will give you the capability to schedule appointments with students.

1. Once you have logged in to Navigate, click on the Calendar icon on the left-hand, vertical bar



2. Click on the Settings and Sync button located below the Washburn University logo



3. Next, click the Setup Sync button











4. Select your calendar preference from the provided options

| Please Choose Your Calendar Application: | | | | | | |
|--|--|--|--|--|--|--|
| Microsoft Office 365 (Latest Version) | | | | | | |
| Google Calendar | | | | | | |
| Other Applications | | | | | | |
| | | | | | | |
| Go back | | | | | | |
| | | | | | | |

5. Once you have selected your preferred calendar, you may be prompted to log-in to the email account associated with that calendar, please do this as it will complete to sync process.

| Microsoft | |
|----------------------------|------|
| Sign in | |
| Email or phone | |
| Can't access your account? | |
| | |
| | Next |

6. You should now see a screen that looks like the below image. Depending on the amount of appointments on your calendar, it may take up to 30 minutes to fully sync. This process will complete on its own and you may leave the webpage if needed.

| christina.forem | aan@washburn.edu | |
|-----------------|------------------|--|
| | "~ | |
| | Retry Sync | |
| | | |









7. Click on your Calendar icon again,



8. Make sure that the items from your calendar are transferring over as blocks of **Busy** time, indicating that your sync was successful

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