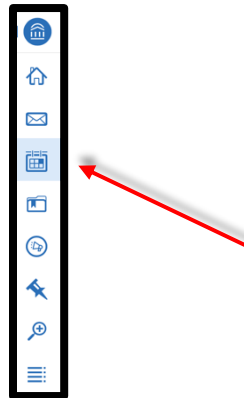


## Navigate: How to Sync Your Calendar

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

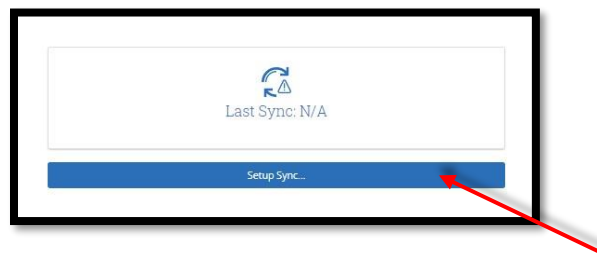
1. Once you have logged in to Navigate, click on the **Calendar** icon on the left-hand, vertical bar



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



3. Next, click the **Setup Sync** button



- Select your calendar preference from the provided options

Please Choose Your Calendar Application:

Microsoft Office 365 (Latest Version)

Google Calendar

Other Applications

Go back...

- 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

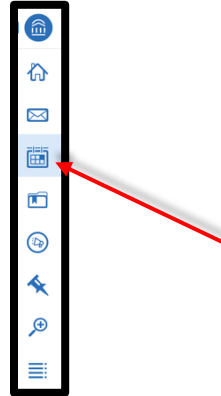
- You should now see a screen that looks like the below image. Depending on the amount of appointments on your calendar, it may take up to 30 minutes to fully sync. This process will complete on its own and you may leave the webpage if needed.

Outlook Service Accounts:  
christina.foreman@washburn.edu

Retry Sync...

Disconnect 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

