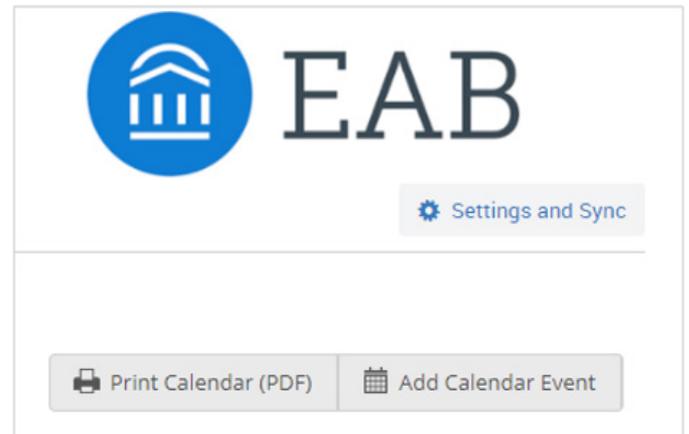
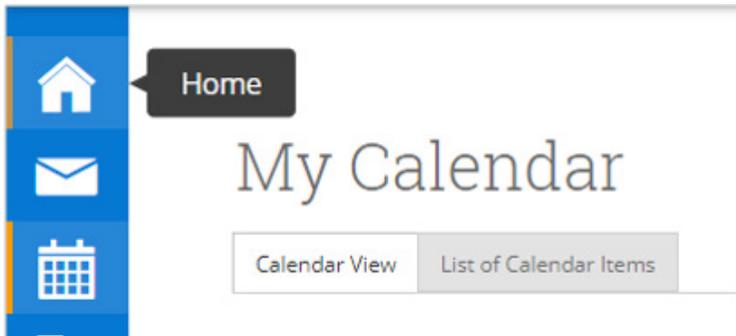
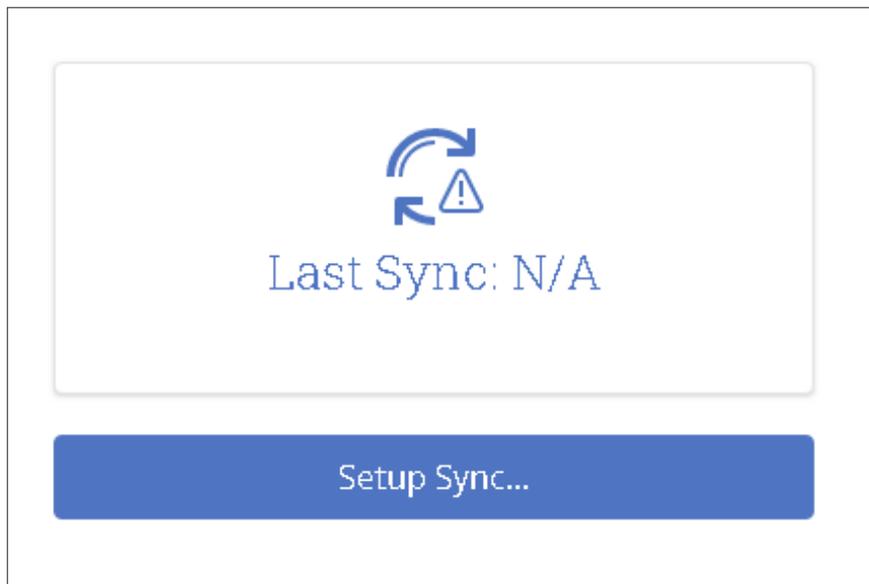


Sync Your Outlook Calendar

1. Set up calendar sync on Navigate by logging into Navigate and clicking into the Calendar tab.

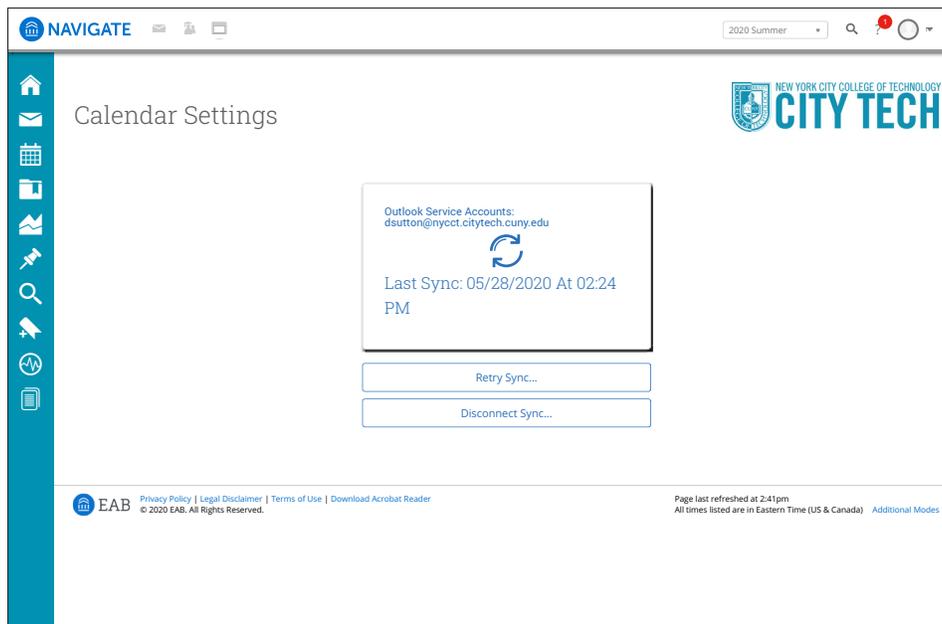


2. Choose "Setup Sync," select the correct calendar type on the next screen, and start the sync. Be patient. It may take up to 10 minutes to complete.



Sync Your Outlook Calendar

- After 10-15 minutes, verify that the sync was successful by going back to your calendar. Your calendar should appear with your class schedule and any time blocked out for meetings and office hours. To make sure your calendar is synced, click "Settings and Sync" in the upper right-hand corner. If synced, there will be a "Last Synced" time and date



Note: Events synced are limited to 3 months in the past and 12 months in the future.