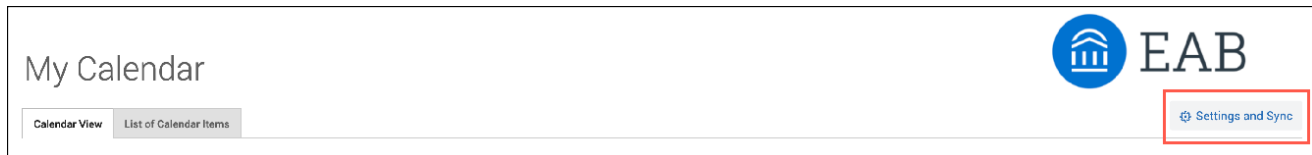
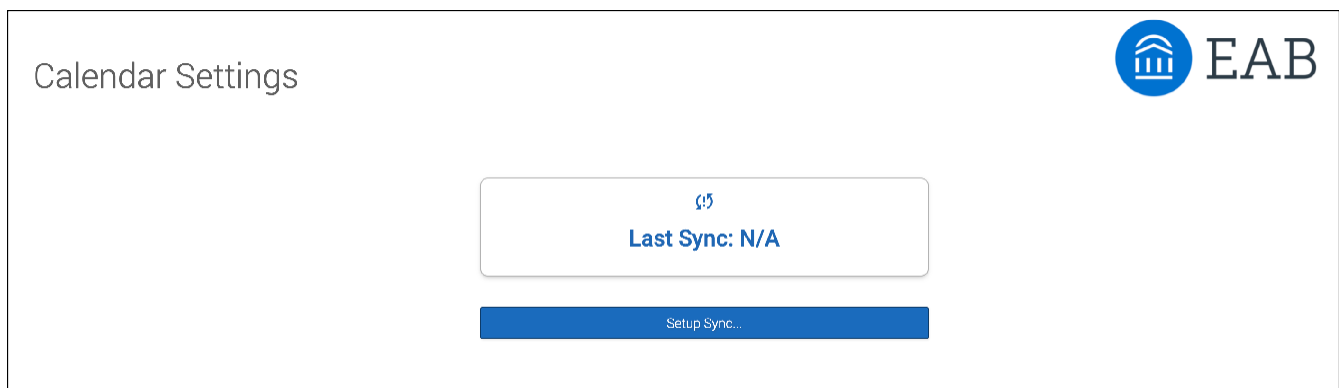


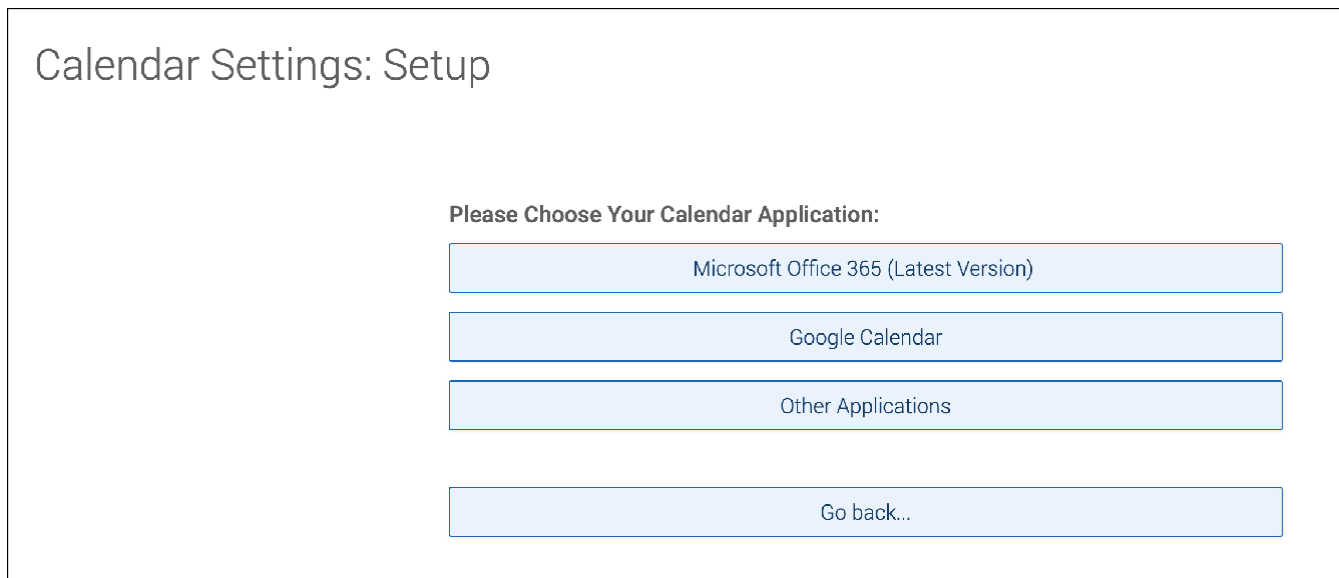
EAB Navigate strongly recommends syncing your calendar to the Navigate360 platform so that appointments can flow between your Navigate360 calendar and professional calendar, blocking off that time and preventing double booking.



To set up Calendar Sync, open **My Calendar** and select the **Settings and Sync** button. The **Calendar Settings** page opens. If you have not yet set up a sync, you see the image below.

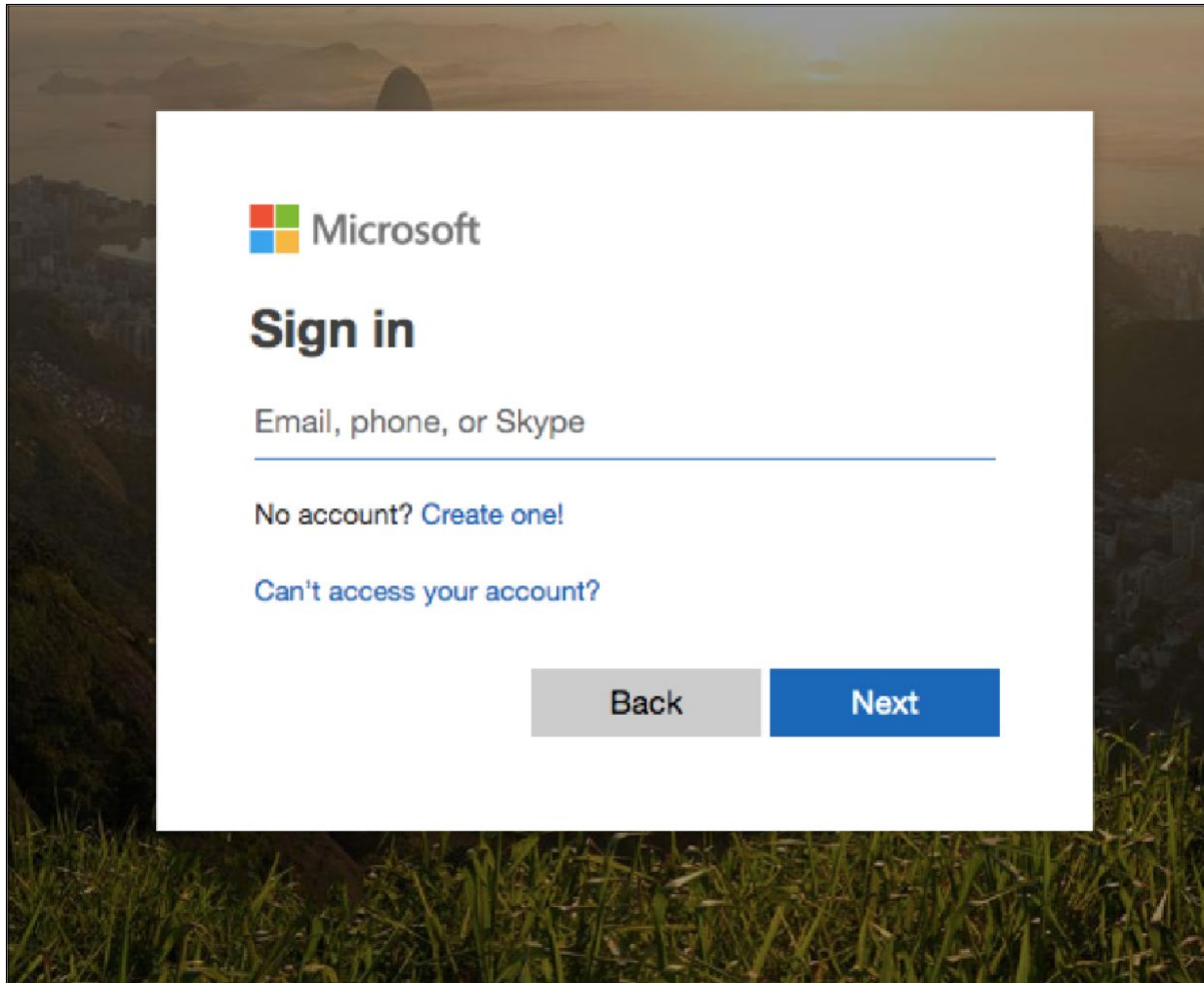


For a new sync, click **Setup Sync**. The **Calendar Settings: Setup** page opens.

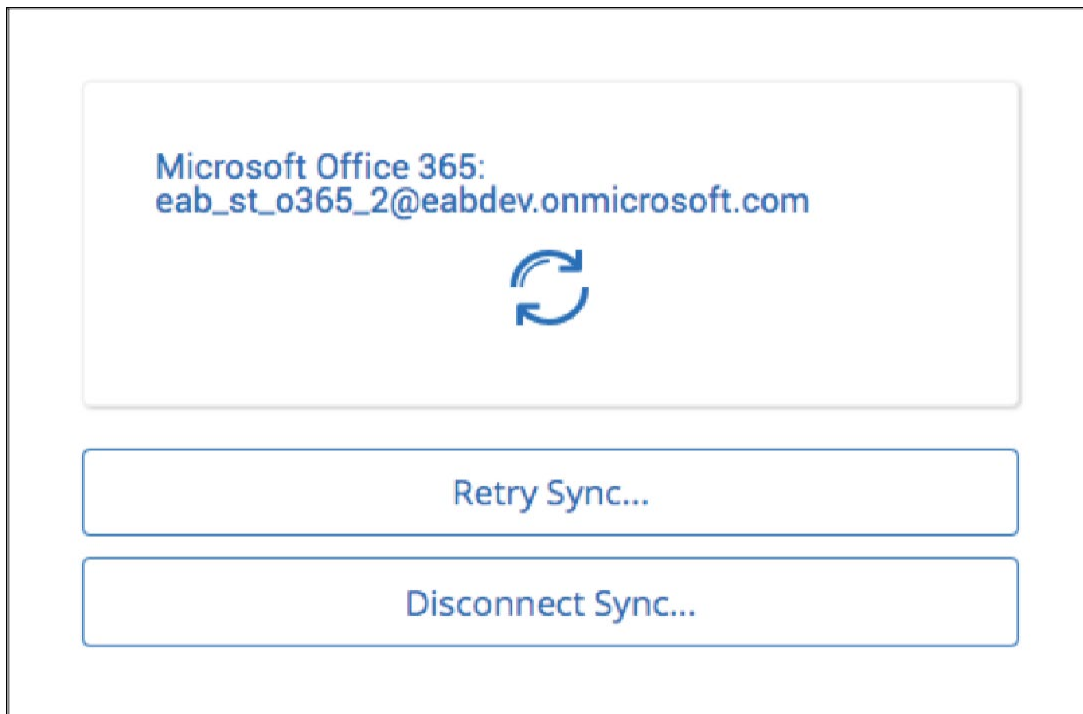


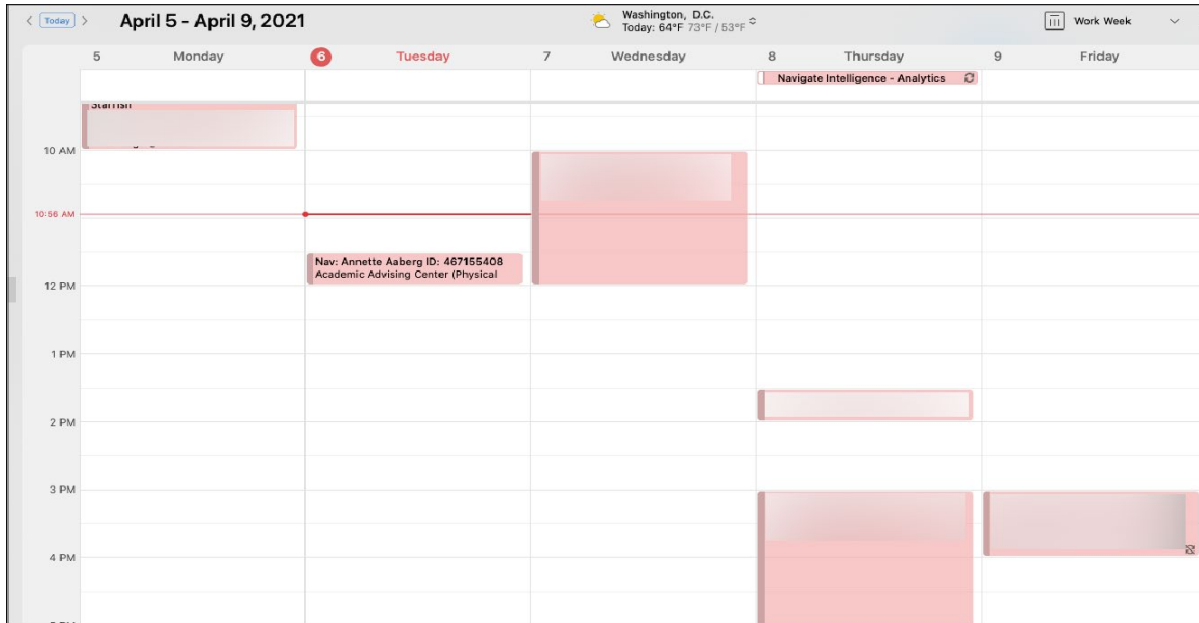
Select **Microsoft Office 365 (Latest Version)** from the list of options.

A Microsoft sign in page opens, as shown below. Enter your email and institution password to complete the sync setup.



Once the sync is completed, you return to the main **Calendar Settings** page with information about their sync on display.





If you open the appointment in Outlook, more details appear.

Nav: Annette Aaberg ID: 467155408 Alt ID: 111111 - Workshop • Calendar • jstoy@eab.com

Busy Mark as Private Reply Forward Options

Nav: Annette Aaberg ID: 467155408 Alt ID: 111111 - Workshop

Tuesday, April 6, 2021 from 11:30 AM to 12:00 PM
30 minutes

Academic Advising Center (Physical Campus)

15 minutes before

Meeting Details

You have been scheduled for this appointment. Details are included below.

Attendees:

ID: 467155408
Alternate ID: 111111
h: 202.266.6500
c: 205.229.0790
<https://>

Organizer: Jen Stoy

Type: Career Services Appointment

Topic: Workshop

Edit Event Delete Event