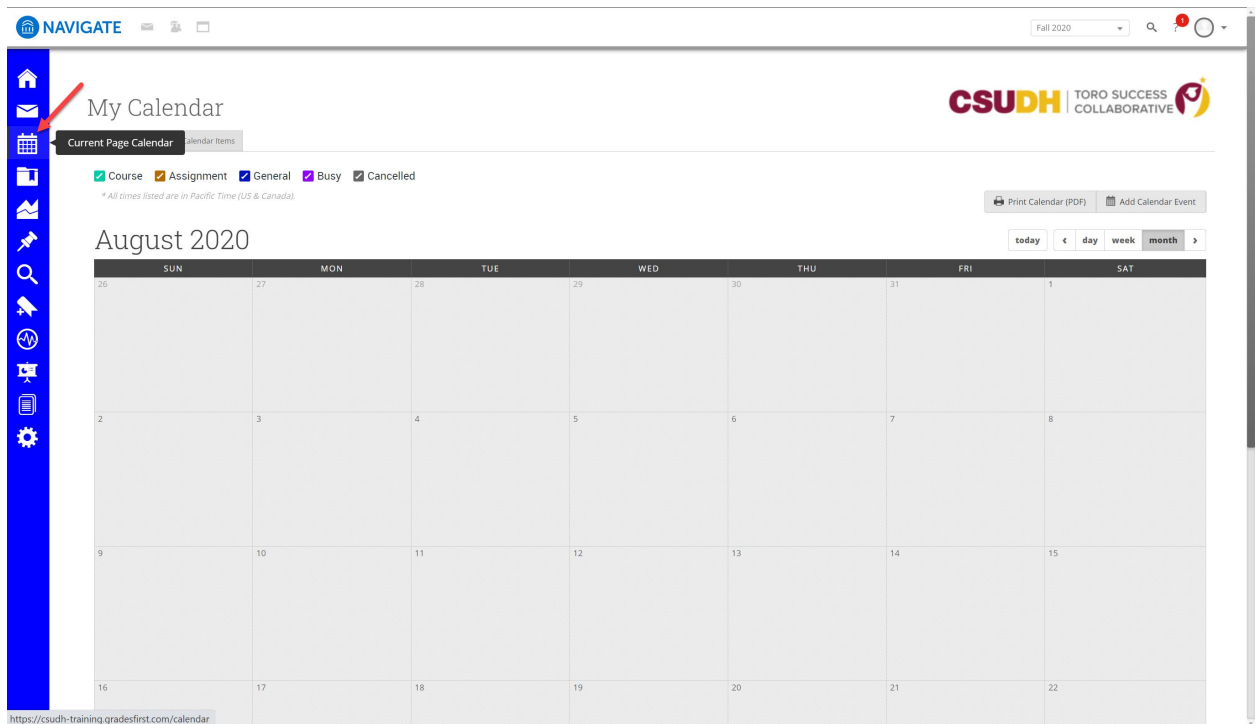**CALENDAR SYNC**

Calendar syncing provides staff and faculty with the ability to sync their professional calendars with the Navigate calendar.

We strongly recommend syncing your calendar to the Navigate platform so that appointments can flow between your Navigate calendar and professional calendar, blocking off that time and preventing double booking. **Remember:** only sync your calendar in your live platform, not your training platform, to avoid issues and confusion. And only sync one professional calendar to Navigate.

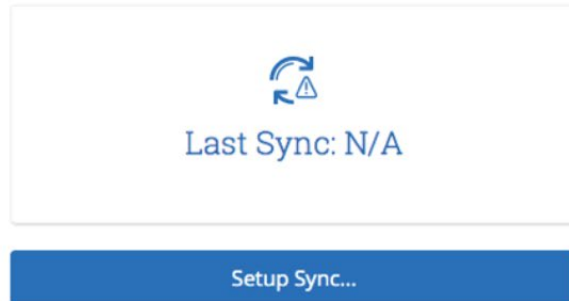1. To set up your calendar syncing, click the calendar icon in the left-hand navigation bar.

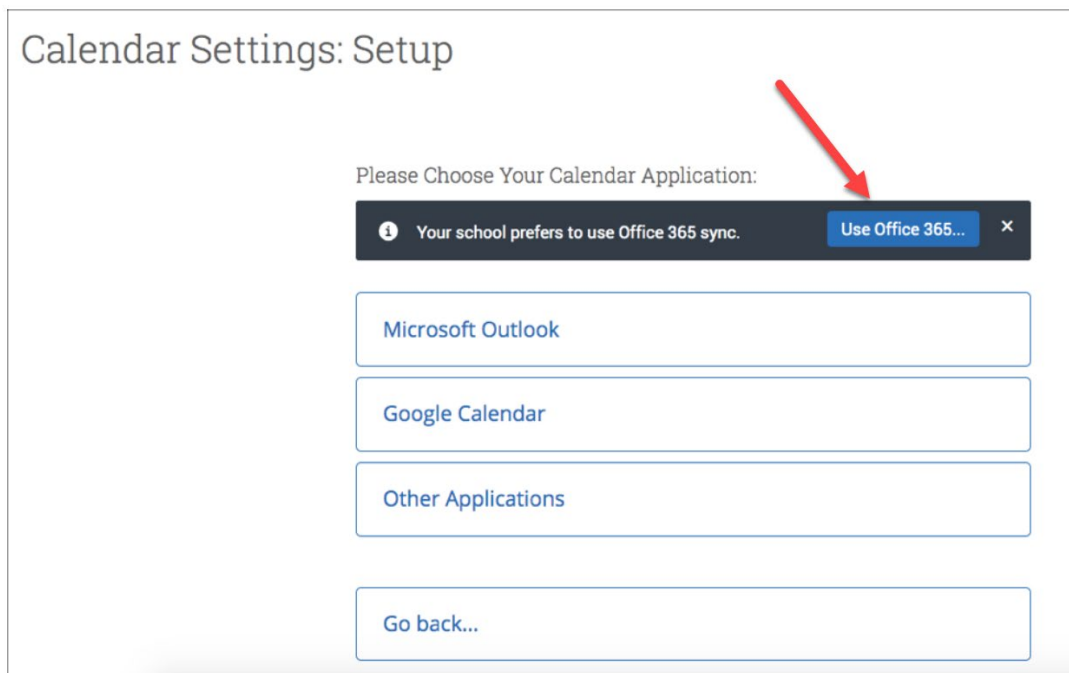2. Then click the **Settings and Sync** button.

3. The Calendar Settings page will open. If you have not yet set up a sync, you will see the image below. Click **Setup Sync**.

4. The Calendar Settings: Setup page opens. Click on **Use Office 365** button only.

5. Once the sync is completed, your user will be taken back to the main Calendar Settings page with information about their sync on display.

Microsoft Office 365

hpalad@csudh.edu

Last Sync: 08/27/2020 At 07:29 PM

Retry Sync...

Disconnect Sync...

Sync Options:

You have two options listed under the sync to help you troubleshoot when your calendars are not syncing, if your email address has changed, etc.

Retry Sync lets users reconnect to the Navigate servers if calendars are not syncing.

Disconnect Sync lets a user disconnect their personal calendar from Navigate. Users might do this if they leave the institution or have changed their email address. Disconnecting your calendar takes about 30 minutes to finish so your user may still see Navigate items on their calendar for a short time.

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