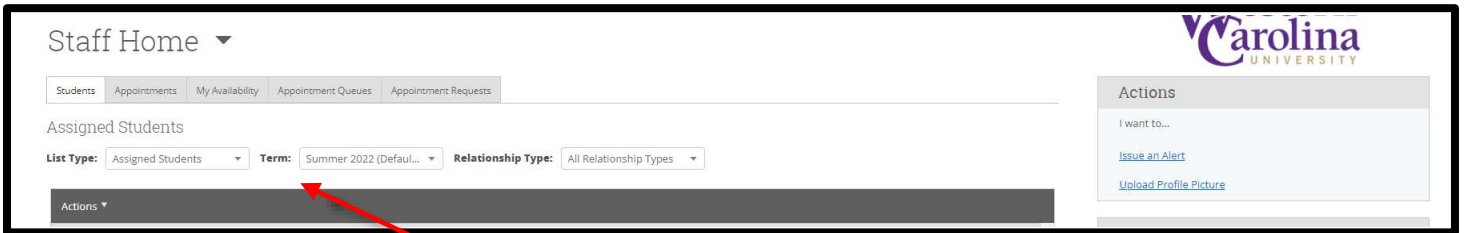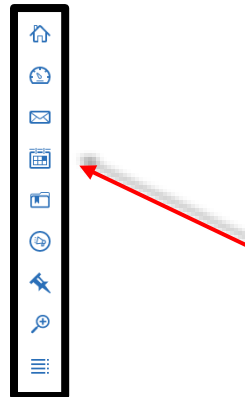# Navigate: How to Sync Your Calendar

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, and adjusted your term in the upper right-hand corner,
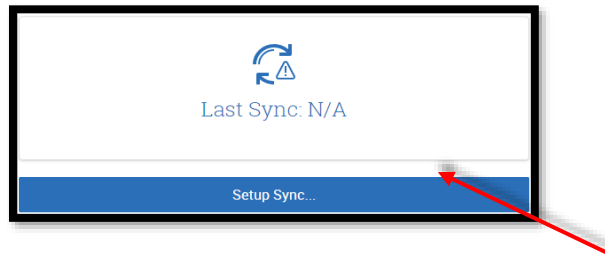

   Click on the **Calendar** icon on the left-hand, vertical bar
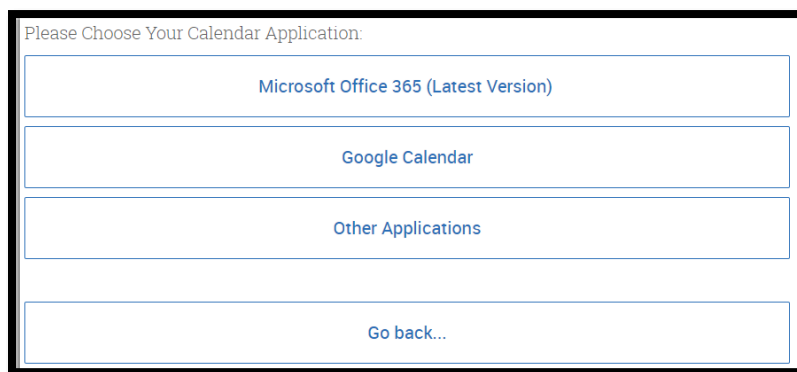

2. Click on the **Settings and Sync** button located below the WCU University logo
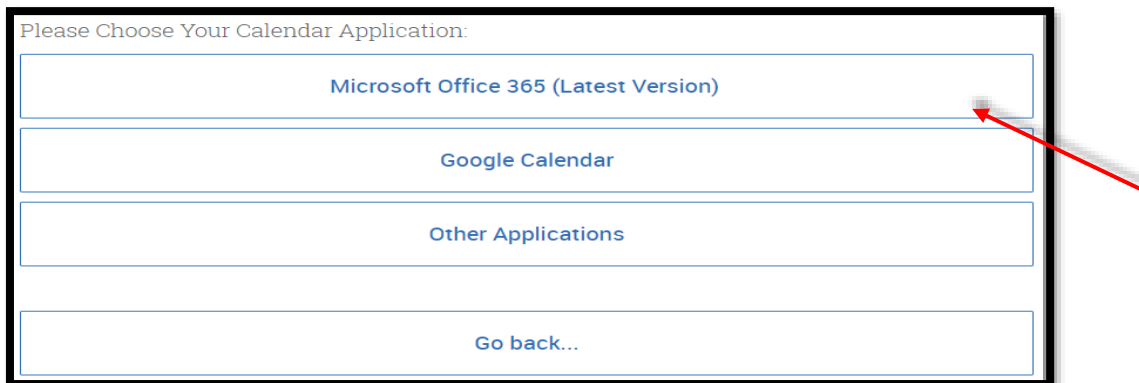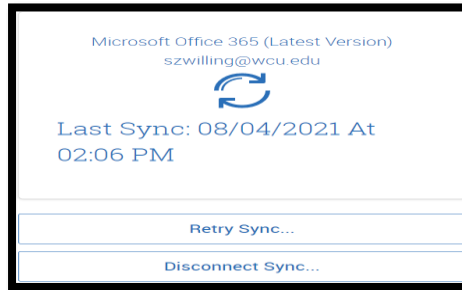
3. Next, click the **Setup Sync** button

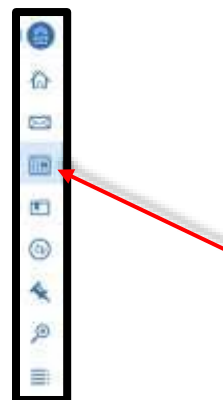4. Select your calendar preference from the provided options

5. You will sync your **Microsoft Outlook** email, select the blue **Microsoft Office 365** button

6. You should now see a screen that looks like the below image

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 (your calendar may take longer to load in reoccurring meetings, but it will finish syncing on its own)