


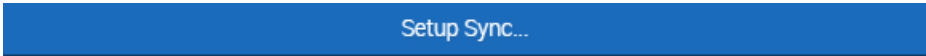
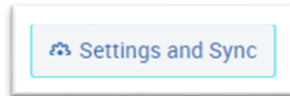
Navigate360: Calendar Sync

Syncing your calendar with Navigate enables Navigate to read your free and busy time and add appointments to your Outlook Calendar

1. Log into Microsoft Outlook

2. Give Navigate permission to sync with your calendar

- Click the *Calendar*  icon from the left navigation bar.
- Click the *Settings and Sync* button in the top right corner.
- Click *Setup Sync*.



- Click *Microsoft Office 365 (Latest Version)*.
- Enter ETSU username and password.
- Allow 30 minutes for Syncing to complete.

