

# Calendar - Syncing



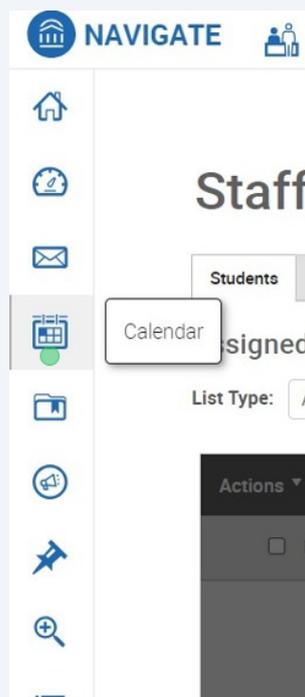
**Intro:** Using Navigate to sync your calendar and manage your availability is critical to other actions in the platform. Your availability affects campaigns, student scheduling, Appointment Center, Kiosks, and other parts of the platform. This workflow is to help staff, faculty, and administrators start from Calendar Sync and into maintaining your availability.

You must sync your professional calendar with the Navigate platform so that appointments can flow between your Navigate calendar and professional calendar. This blocks off busy times and prevents double booking.

## 1 Syncing Your Professional Calendar with Navigate

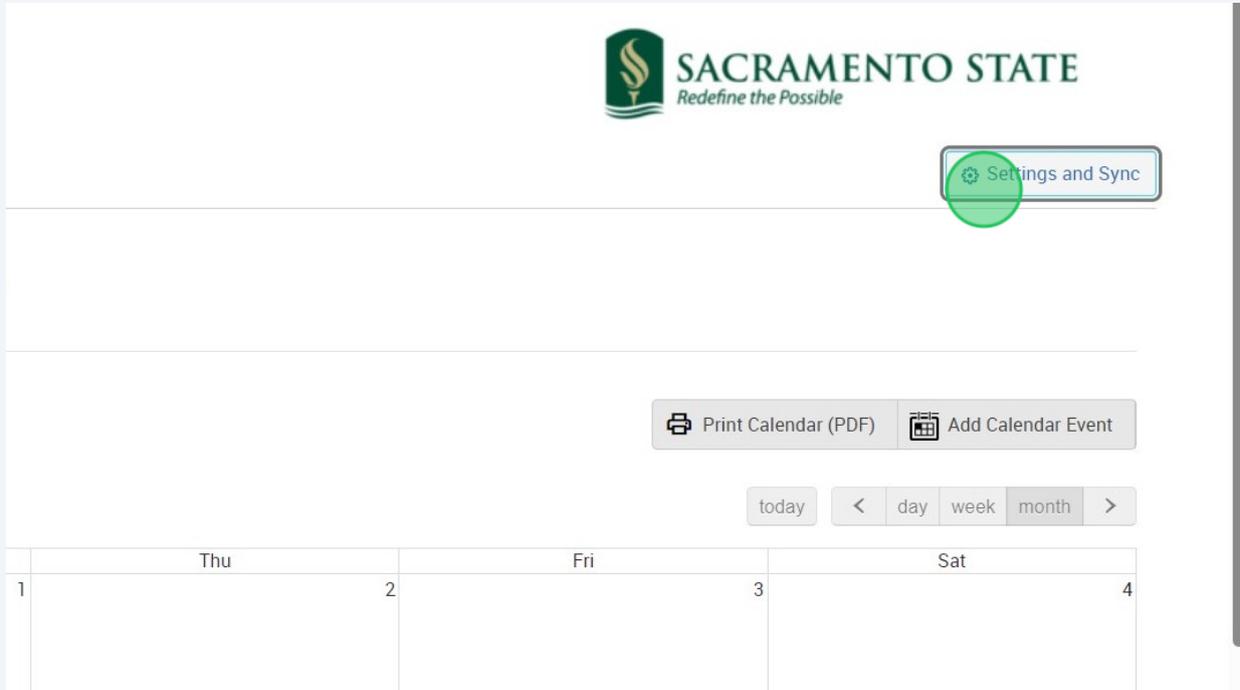
### Calendar Sync Instructions

To set up your calendar syncing, open the **Calendar** page. Select the **Settings and Sync** button.



2 Click "Settings and Sync"

The **Calendar Settings** page opens. If you have not yet set up a sync, you will see the image below.



3

Click **Setup Sync**. The **Calendar Settings: Setup** page opens. This page may look different depending on if your institution uses Service Accounts.

Calendar Settings

SACRAMENTO STATE  
Redefine the Possible

Last Sync: N/A

Setup Sync

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Page last refreshed at 11:14am  
All times listed are in Pacific Time (US & Canada) Additional Modes

Support

4

Click "Other Applications"

Please Choose Your Calendar Application:

Microsoft Office 365 (Latest Version)

Google Calendar

Other Applications

Go back...

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Pa All

**5** Click "Microsoft Office 365 (Latest Version)"

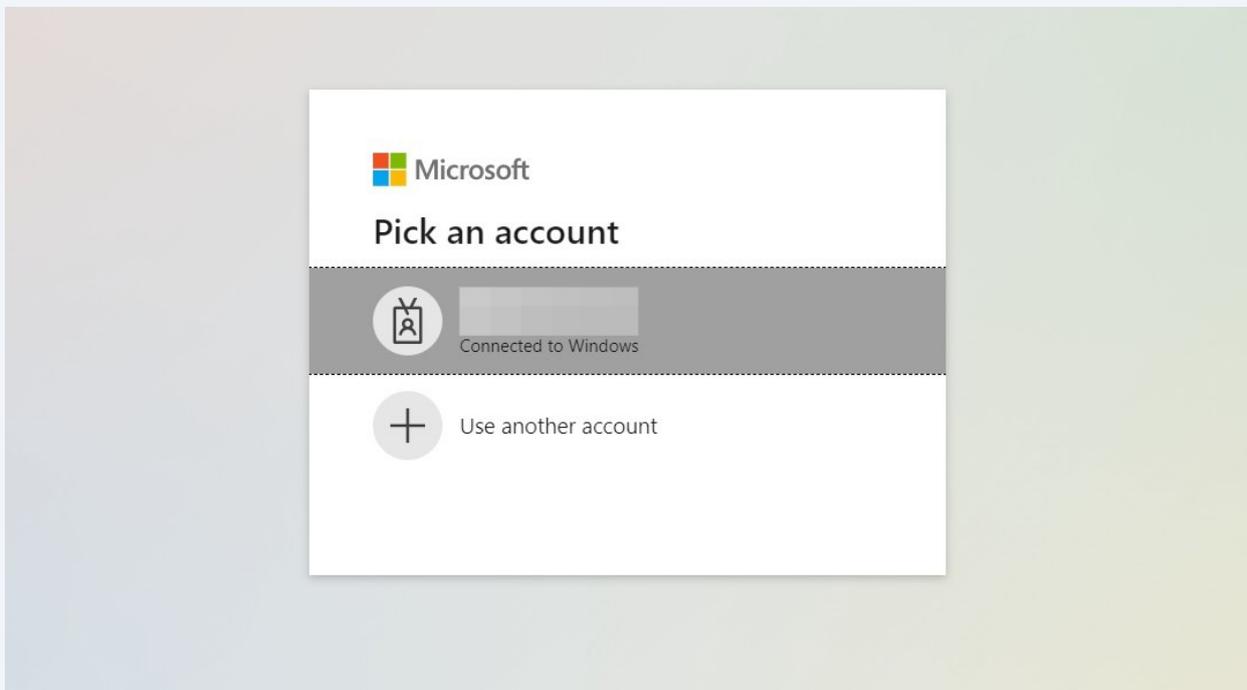
Calendar Settings: Setup

Please Choose Your Calendar Application:

	Microsoft Office 365 (Latest Version)
	Google Calendar
	Other Applications
	Go back...

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**6** Select an option



7

After "Pick an Account" or "Use another Account", Your Calendar will now be Synced with EAB.