### **Integrating Your Calendar**

### PLEASE ONLY SYNC YOUR CALENDAR IN THE PRODUCTION SITE

The availability you set up within Navigate dictates students' ability to schedule appointments with you. You have the added option to integrate your calendar with the Navigate platform to pull in Free/Busy times from your personal calendar and push appointments scheduled in Navigate to your personal calendar.

- 1. Toggle to the calendar page within Navigate using the calendar icon on the left side toolbar.
- 2. Select Settings and Sync on the top right side of the page
- 3. <u>Click Setup Sync</u>. You will see a "Your school prefers to use Office 365 sync" banner on Calendar with a "Use Office 365..." button to begin the setup.

Choose Sync For Microsoft Outlook:	
Your school prefers to use Office 365 sync.     Use Office 365	×
Microsoft Office 365 Recommended option.	
Outlook Service Accounts Will be deprecated in 2020.	
Go back	

- 4. Upon clicking the button, you will be routed to login.microsoftonline.com. If the you are not already signed into Office 365, you will be prompted to sign in.
- After signing in, Office 365 will ask you to grant permission for the application to access your calendar. Pressing "Accept" will authorize and begin the syncing.

Microsoft C eab_st_o36	Office 365: 5_2@eabdev.onmicrosoft.com	
	C	
	N	
	Retry Sync	
	Disconnect Sync.	

The browser will return to the Calendar Integrations page. The "Exchange Integration" tab will no longer appear. The "Office365 Integration" tab will now show the timestamp for the last successful sync (or any applicable error message) and will include options for you to Retry or Disconnect the sync as needed.

The Two-Way Sync will enable that any agenda item created from Navigate will sync back to your Outlook Calendar. All existing events and events that are created from your Outlook Calendar will be shown as 'Busy' in Navigate



For more detailed guidance, check out the <u>Help Center</u>!

# Appendix B: Sync Your Outlook Calendar

### **Integrating Your Calendar**

The availability you set up within Navigate dictates students' ability to schedule appointments with you. You have the added option to integrate your calendar with the Navigate platform to pull in Free/Busy times from your personal calendar and push appointments scheduled in Navigate to your personal calendar.

Select the calendar icon in the left navigation bar. Once on the My Calendar page, select the **Settings and Sync** button.



On the Calendar Settings page, select Setup Sync...



## Sync Your Outlook Calendar

### **Integrating Your Calendar**

If you see the following screen, click the button that says **Use Office365 (Latest Version)** at the top of the list of options, as in figure 3.

Calendar Settings:	Setup	
	Please Choose Your Calendar Application:	
	Your school prefers the latest     Use Office 365 (Latest Version) × Office 365 Sync.	
	Microsoft Outlook	
	Google Calendar	
	Other Applications	
	Go back	

If you click **Microsoft Outlook** instead of the **Use Office365 (Latest Version)** button, you choose your Microsoft Outlook sync. Select **Microsoft Office 365 (Latest Version)** from the options.

Calendar Settings: S	etup	
	Choose Sync For Microsoft Outlook:	
	Microsoft Office 365 (Latest Version)	
	Microsoft Office 365 (Previous Version)	
	Go back	
		-

Regardless of which method you choose, the Microsoft login and authorization page opens. The page tells you to pick an account. Choose your professional account.

# Sync Your Outlook Calendar

### **Integrating Your Calendar**

Microsoft	
Pick an account	
Judy Lee Graph exb.jl.graph@eabdev.onmicrosoft.com Signed in	
Use another account	

If you log in successfully, you see a page requesting permissions.

Microsoft
eab_jl_graph@eabdev.onmicrosoft.com
Permissions requested
EAB Calendar Integration version 2 (Dev)
This application is not published by Microsoft or your organization.
This app would like to:
✓ Maintain access to data you have given it access to
Sign you in and read your profile
✓ Have full access to your calendars
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publice has not provided influs to their terms for you to review. You can charge these permissions at https://mappa.micsotic.com.show details
Does this app look suspicious? Report it here
Cancel Accept

Select **Accept**. The page redirects to the Navigate Calendar Settings page, with a success message and information about the sync on display.

Office 365 connection successful!		×
Calendar Settings		
	Microsoft Office 365 (Latest Version): jlee@eabsupport.onmicrosoft.com	
	Retry Sync	
	Disconnect Sync	