

Synching Your Calendar

The Exchange Calendar integration is a two-way sync. Outlook events will appear in Campus and Campus events will appear in Outlook.

1. As a user with the Allow Exchange Calendar Sync permission enabled, navigate to your Calendar.

The screenshot shows the NAVIGATE Staff Home interface. The left-hand navigation menu contains several icons, with a blue arrow pointing to the calendar icon. The main content area displays 'My Assigned Students for Fall 2019' with a table of student information. The table has columns for Student Name, ID, Watch List, Cumulative GPA, and Predicted Risk Level. The right-hand sidebar contains 'Quick Links' and 'Upcoming Appointments' sections.

STUDENT NAME	ID	WATCH LIST	CUMULATIVE GPA	PREDICTED RISK LEVEL
Caden				Moderate
Kelsie				Low
Nick (Nicholson)				High
wer, Lexi				High
, Drake (James)				High
Stephanie				Moderate
, Quinlan				High
, Charles				Moderate

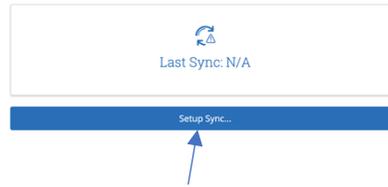
2. Click on the **Settings and Sync**.

The screenshot shows the NAVIGATE My Calendar interface. The top right corner features a 'Settings and Sync' link, which is highlighted by a blue arrow. The main content area displays a calendar for October 2019, showing various events such as 'Advising in my Major/College' and 'Course Scheduling'.

3. Click **Setup Sync...**



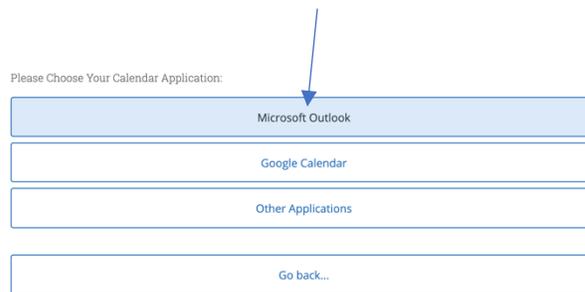
Calendar Settings



4. Click **Microsoft Outlook.**



Calendar Settings: Setup



5. Click **Outlook Service Accounts**



Calendar Settings: Setup



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