

Navigate - Calendar Sync

Syncing your calendar enables Navigate to read your free and busy time, and automatically add Navigate appointments to your school Outlook calendar.

1. To grant permission to sync with your Outlook calendar, follow the steps below:

- Click the **Calendar** icon from the left navigation bar.



- Click the **Settings and Sync** button in the top right corner.

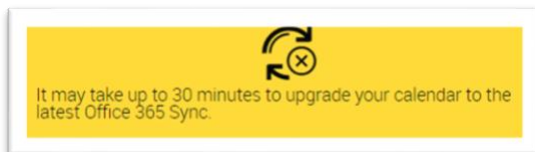
A button with a gear icon and the text "Settings and Sync".

- Click **Setup Sync**.

A blue button with the text "Setup Sync...".

- Click **Microsoft Office 365 (Latest Version)** and enter your GoldLink username and password.

(Allow 30 minutes for Syncing to complete.)



Please Choose Your Calendar Application:

 Microsoft Office 365 (Latest Version)

Google Calendar

Other Applications

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