**Setting Up Your Availability in Navigate**

**First you must SYNC your OUTLOOK Calendar**

1. **Click on the calendar on the left hand side**



1. **On the right hand side (near the top) click on Settings and Sync**



1. **Click on Setup Sync**

**Set up availability for APPOINTMENTS (students logging in and scheduling directly with you)**

* + - 1. Log in to Navigate
			2. Click on My Availability tab at the top of your Advisor Home page.
			3. Under Available times- click the drop down arrow by ACTIONS
			4. Click on Add Time
* Click on the days of the week you are available for meetings (If your availability is different each day- you will need to repeat this process for each day of the week. But if you have several days that the availability is the same you can select those days and do the availability all at once for those days)
* Put in your time frame (your calendar on Navigate will block any times that you already have something on your Outlook calendar if you synced your calendar)
* HOW LONG IS THIS AVAILABILITY ACTIVE- select the appropriate range
* WHAT TYPE OF AVAILABILITY IS THIS? – select Appointments
* CARE UNIT- select Advising
* LOCATION- select your location
* SERVICES- select Advising
* URL/Phone Number- we suggest phone number
* SPECIAL INSTRUCTIONS- anything you want your students to know.
* WILL YOU BE MEETING WITH MULTIPLE STUDENTS- if you are meeting one on one- leave the number as 1. If you are doing group appointments, change the number to how many students can schedule at one time.
1. Save the information