

Calendar Sync

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If you plan to use Navigate to schedule appointments with your students, it is important to sync your Outlook Calendar with Navigate. This will automatically allow student appointments scheduled in Navigate to appear on your Outlook calendar and will not allow for busy times on your Outlook calendar to be available for students to schedule appointments in Navigate.

Step 1:

Locate the calendar icon on the left-hand toolbar, and click to open your Navigate calendar menu



Step 2:

Click the “Settings and Sync” link at the top right-hand corner of the Calendar menu, underneath the UWSP logo.

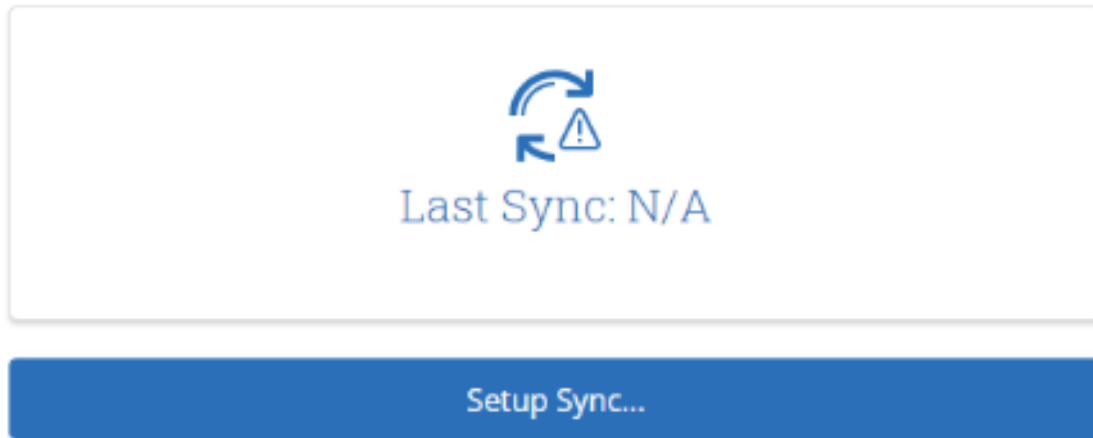


Settings and Sync

Help Is Available!

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at Navigate@uwsp.edu. Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!

Step 3:
Click “Setup Sync”



Step 4:
Select the appropriate calendar application to sync. If you use Microsoft Outlook, select “Microsoft Office 365.”

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Please Choose Your Calendar Application:

Microsoft Office 365 (Latest Version)

Google Calendar

Other Applications

Go back...

You will then be asked to verify your UWSP credentials. Once verified, Navigate will take up to 30 minutes to sync your calendars. When the sync is complete, the menu will display the actively synchronized calendar. We recommend checking your Calendar Sync at the beginning of each semester.

Microsoft Office 365 (Latest Version)

glang@uwsp.edu



Retry Sync...

Disconnect Sync...

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