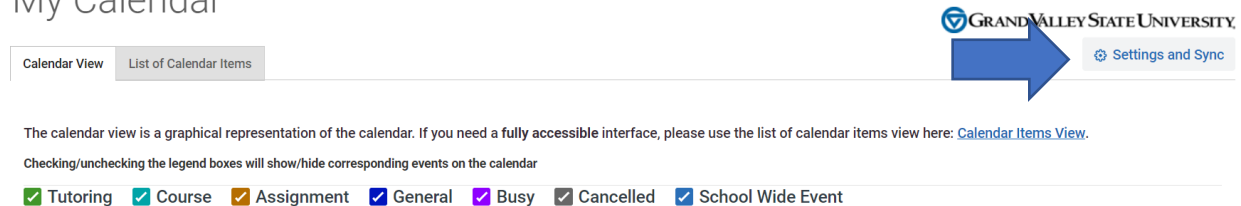# How to Sync Your Outlook Exchange Calendar

1. Log in to **Navigate360** and click into the calendar icon on the left-hand toolbar.
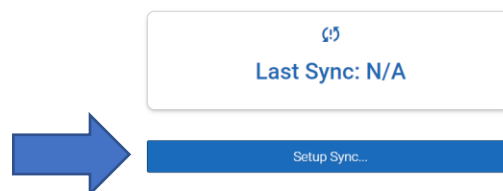

2. Click "Settings and Sync"

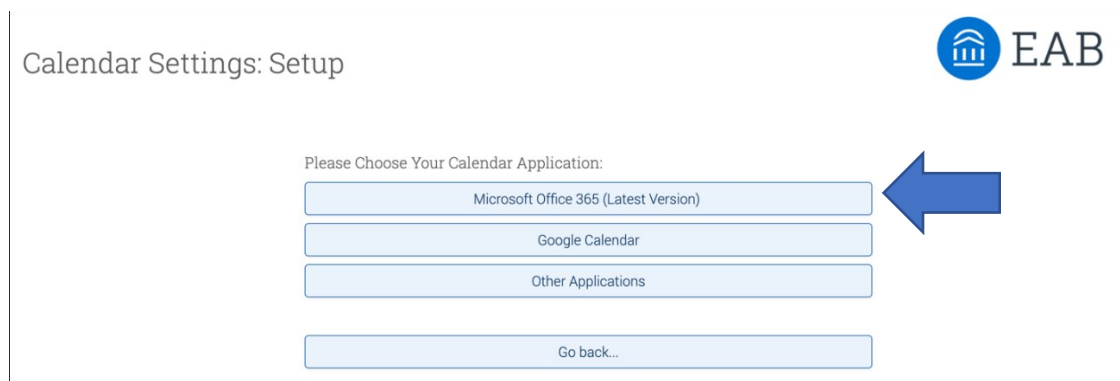3. Click "Setup Sync"
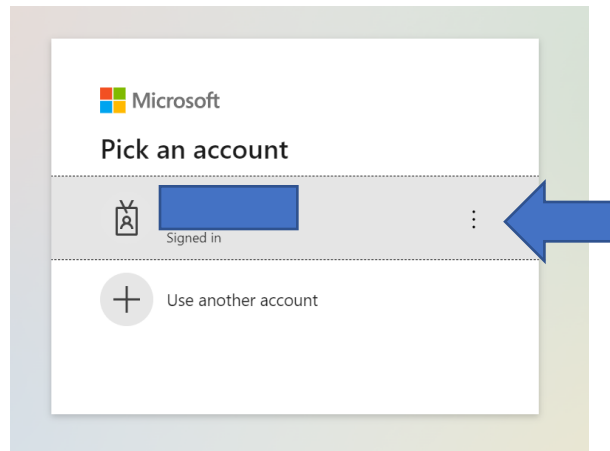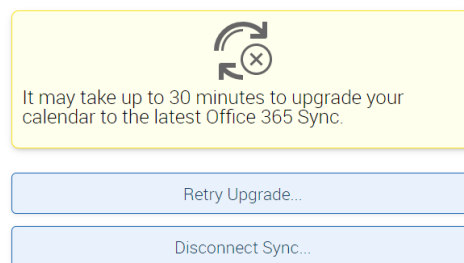

4. Select "Use Office 365 (Latest Version)"

5. You will get a Microsoft login and authorization page, select your professional account.

6. Once you've signed in, or selected your account, you should return to the syncing page and see the below message.

7. Your outlook calendar should now be synced to Navigate360!
8. To confirm this return to the Calendar screen in Navigate360 and compare a day on the calendar to your outlook. Busy blocks should line up with appointments that you have scheduled on your outlook calendar. If they do not, please contact us at Navigate@gvsu.edu