

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”

The calendar view is a graphical representation of the calendar. If you need a fully accessible interface, please use the list of calendar items view here: [Calendar Items View](#).

Checking/unchecking the legend boxes will show/hide corresponding events on the calendar

Tutoring Course Assignment General Busy Cancelled School Wide Event

3. Click “Setup Sync”

Last Sync: N/A

Setup Sync...

4. Select “Use Office 365 (Latest Version)”

Calendar Settings: Setup

Please Choose Your Calendar Application:

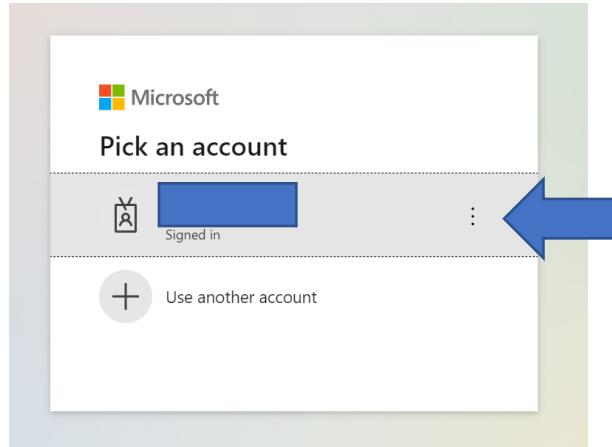
Microsoft Office 365 (Latest Version)

Google Calendar

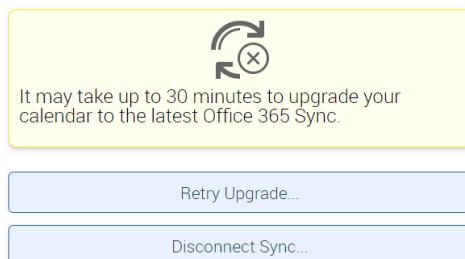
Other Applications

Go back...

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

Checking/unchecking the legend boxes will show/hide corresponding events on the calendar

Faculty Members Office Student Support, Inclusion, And Social Justice Course Assignment General Busy Cancelled

* All times listed are in Eastern Time (US & Canada).

September 2021							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	29	30	31	1	2	3	4
		2:30pm Busy	10am Busy 2pm Busy				
	5	6	7	8	9	10	11
			9am Busy 10:30am Busy 1pm Busy 3pm Busy 3pm Busy				

 Support