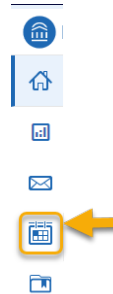


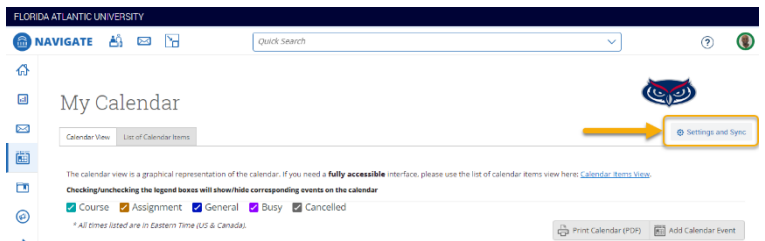
EAB Navigate: Outlook Calendar Syncing

The steps below outline how to sync your Outlook 365 calendar with EAB Navigate. **This action should only be performed in the production environment.**

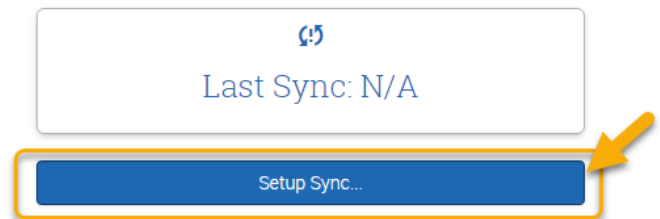
1. Click the **Calendar** option in the left rail



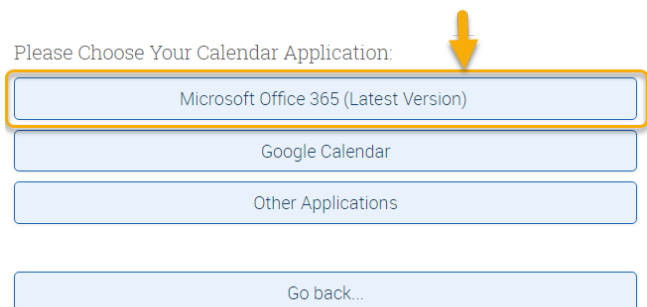
2. Click **Settings and Sync** located on the right side of the screen



3. Click **Setup Sync**



4. Select **Microsoft Office 365** from the list of options



5. You will be transitioned to the **Microsoft login screen**
6. Sign into your Microsoft account
7. Accept the requested permissions
8. The sync process can take up to 30 minutes