EAB Navigate: Outlook Calendar Syncing

The steps below outline how to sync your Outlook 365 calendar with EAB Navigate. This action should <u>only</u> 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

پن Last Sync: N/A	
Setup Sync	
Please Choose Your Calendar Application:	
Microsoft Office 365 (Latest Version)	
Google Calendar	
Other Applications	

Go back..

- 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