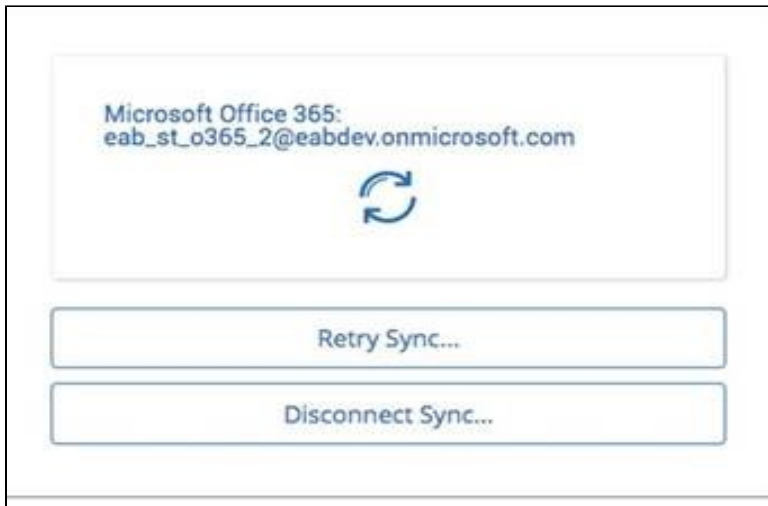
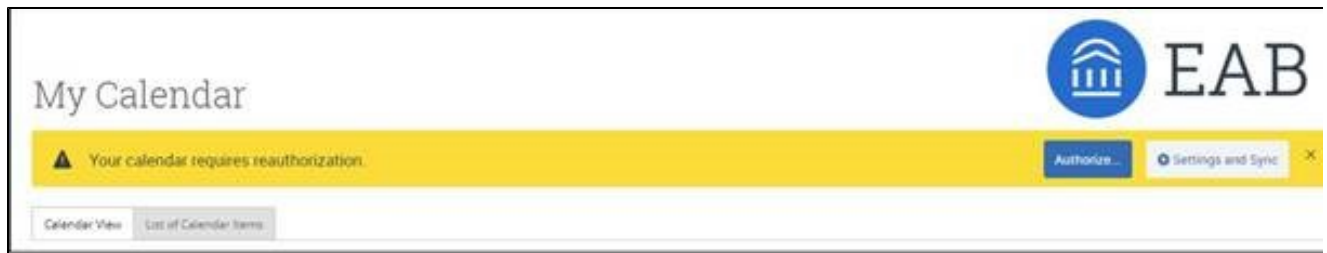


# How to Sync Microsoft 365 Calendar with Navigate

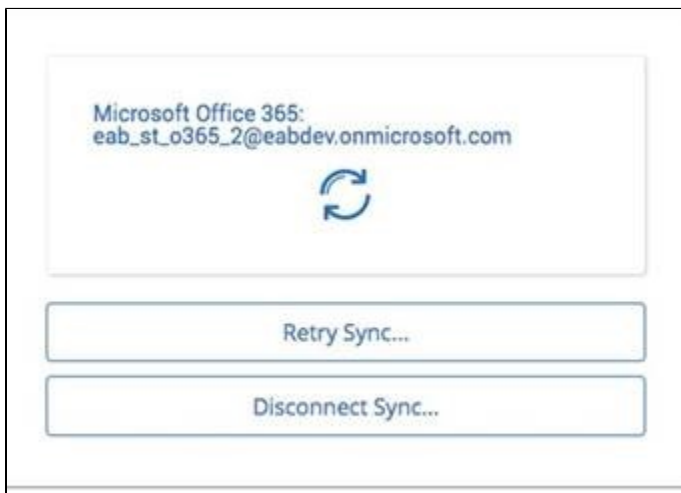
- Login to [Navigate](#) using Chrome as your web browser (the system will not work using Internet Explorer)
- A notification will display, instructing you to go to the “Calendar” page to begin the setup. Click on the “Calendar” icon.



- On the “Calendar” page, you will see a yellow banner directing you to authorize syncing, please press the “authorize” button.



- Upon clicking the “authorize” button, you will be routed to [login.microsoftonline.com](https://login.microsoftonline.com). If you are not already signed into Office 365, you will be prompted to do so.
- After signing in, Office 365 will ask you to grant permission for the application to access your calendar. Pressing “Accept” will authorize and begin the syncing.
- The browser will return to the “Calendar Integrations” page. A timestamp for the last successful sync (or any applicable error message) will be displayed, and will include options for you to “Retry” or “Disconnect” the sync as needed.





**Note:**

- EAB does NOT store password information
- Changing your Office 365 password does not require re-syncing

- [Navigate](#)
- [Navigate - for Students](#)
- [Navigate - for faculty](#)
- [How to Sync Microsoft 365 Calendar with Navigate](#)
- [How to text a student using Navigate](#)