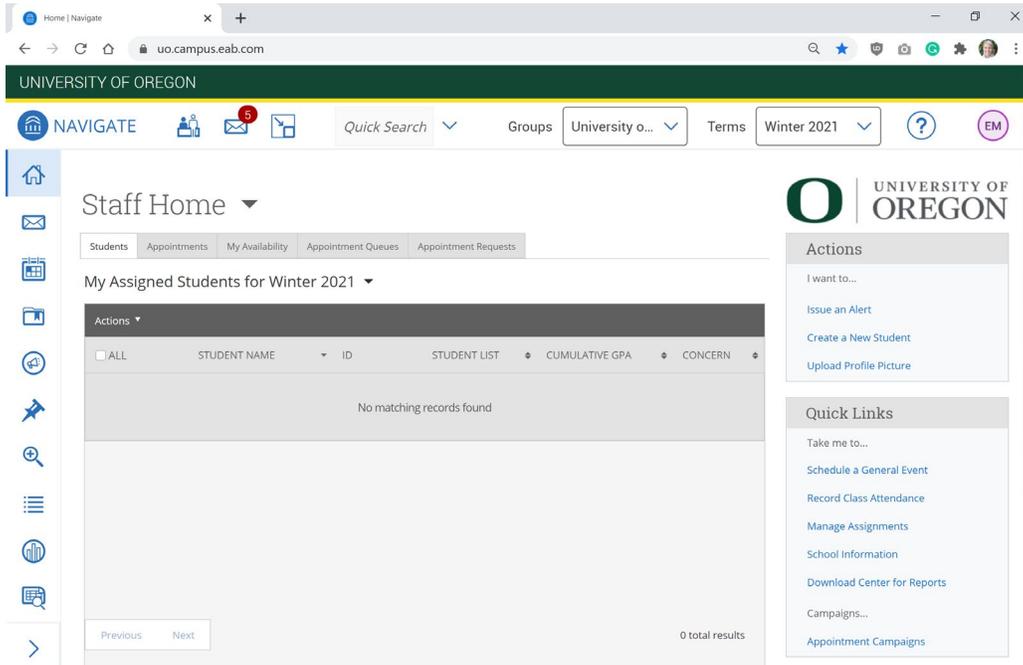


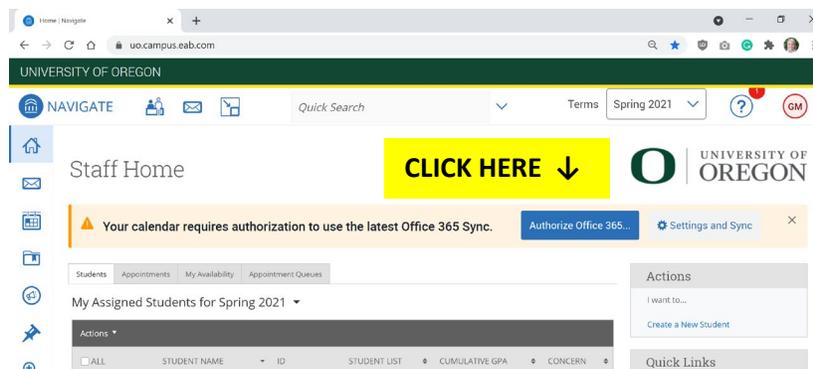
Navigate Outlook Calendar Sync Setup

You can sync your Outlook calendar with Navigate. Students will not see your calendar in Navigate. Navigate simply uses “Busy” to block your busy times from Outlook so that you will not get Navigate appointments scheduled during those busy times.

Step 1: [Log in to Navigate](#)

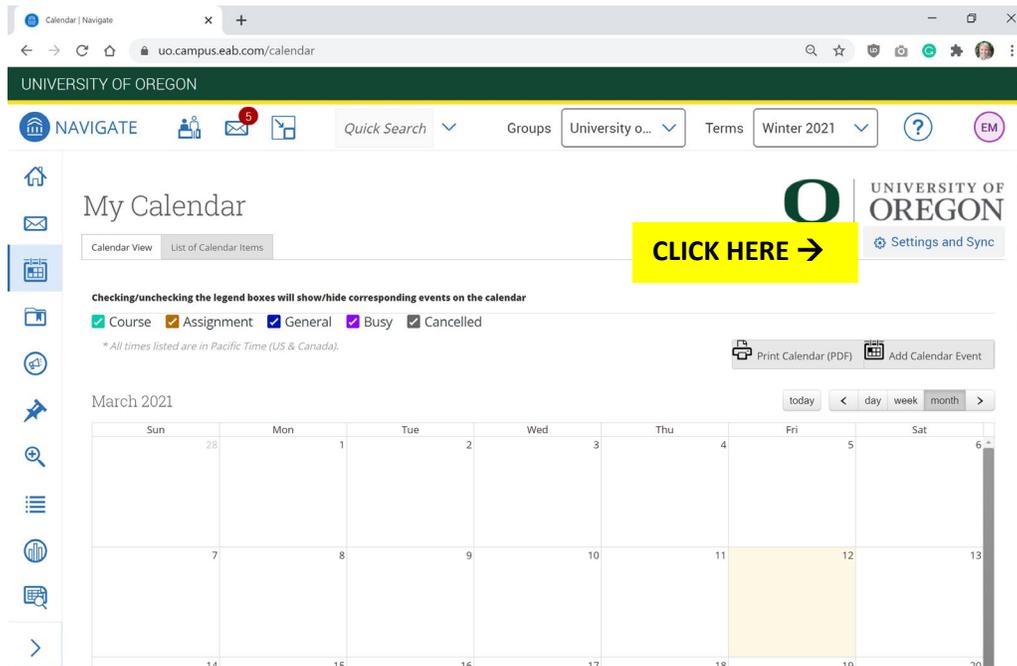


If you have synced your calendar in the past, and you see this notice at the top of your screen, you need to update your authorization. Click the “Authorize Office 365...” button and log in with your UO email credentials. That’s it!

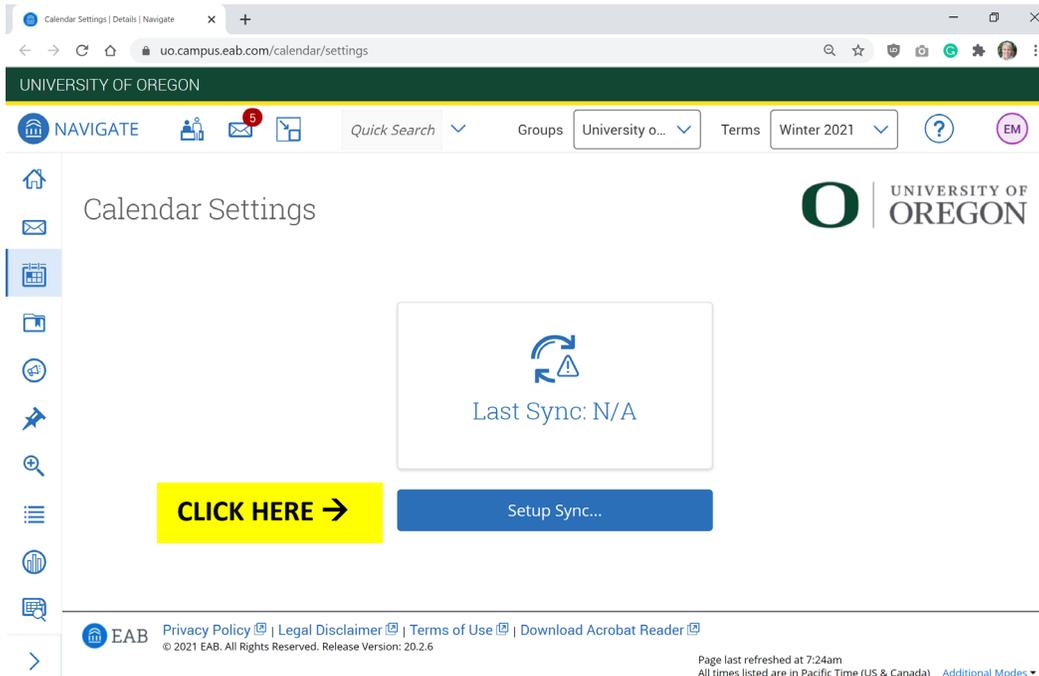


Navigate Outlook Calendar Sync Setup

Step 2: Go to Calendar > Click “Settings and Sync” (top right)

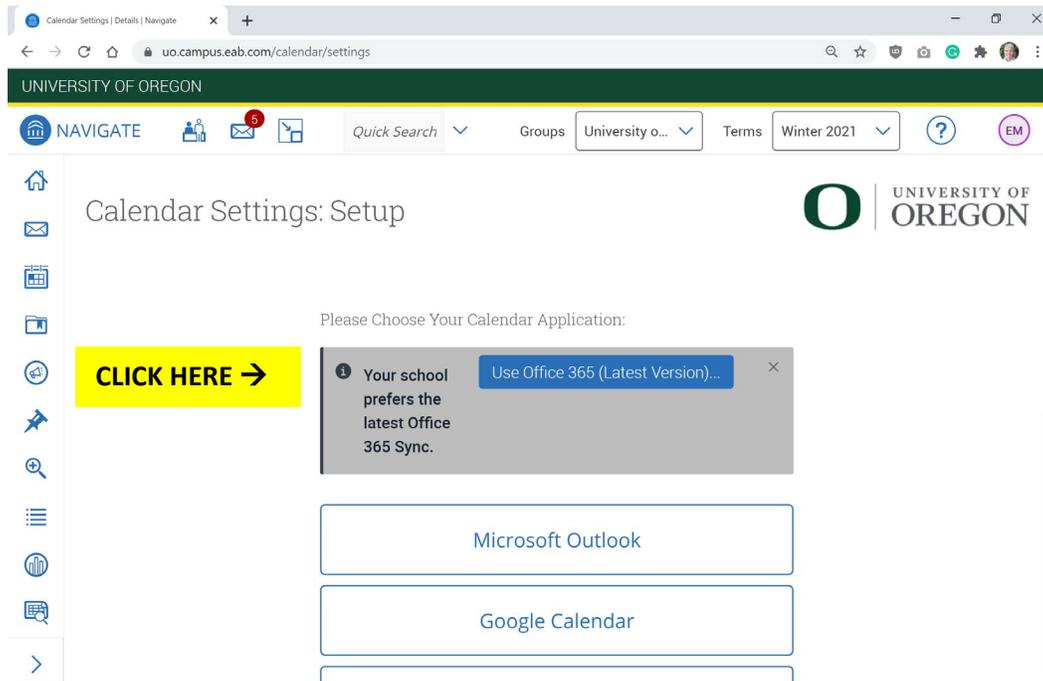


Step 3: Click “Setup Sync...” button

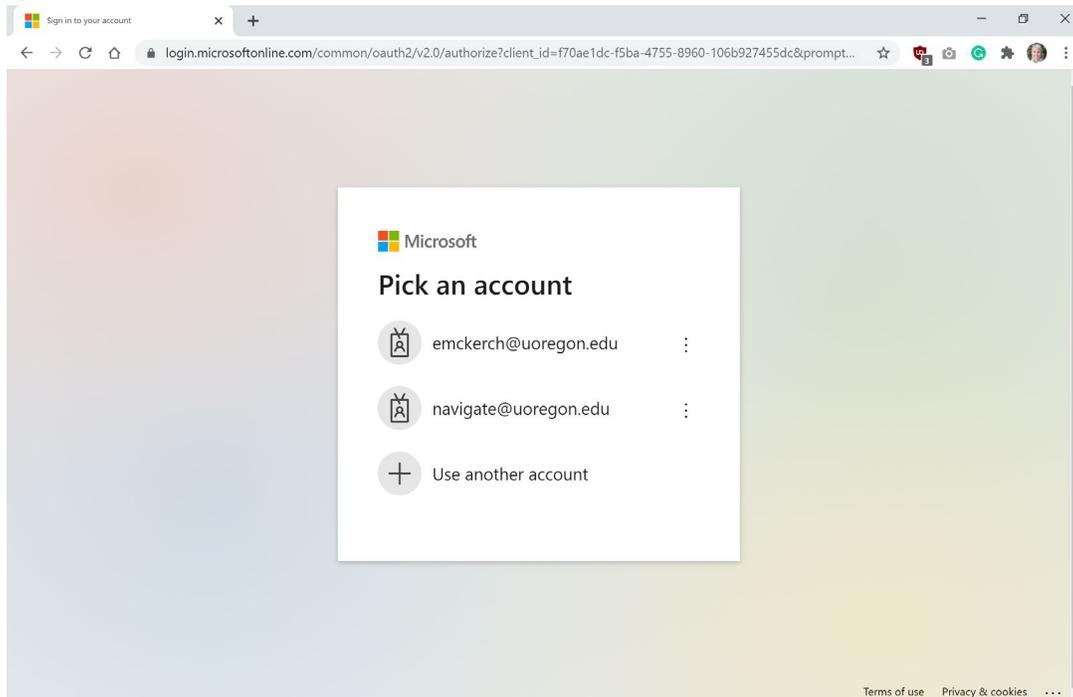


Navigate Outlook Calendar Sync Setup

Step 4: Click “Use Office 365 (Latest Version)...” button

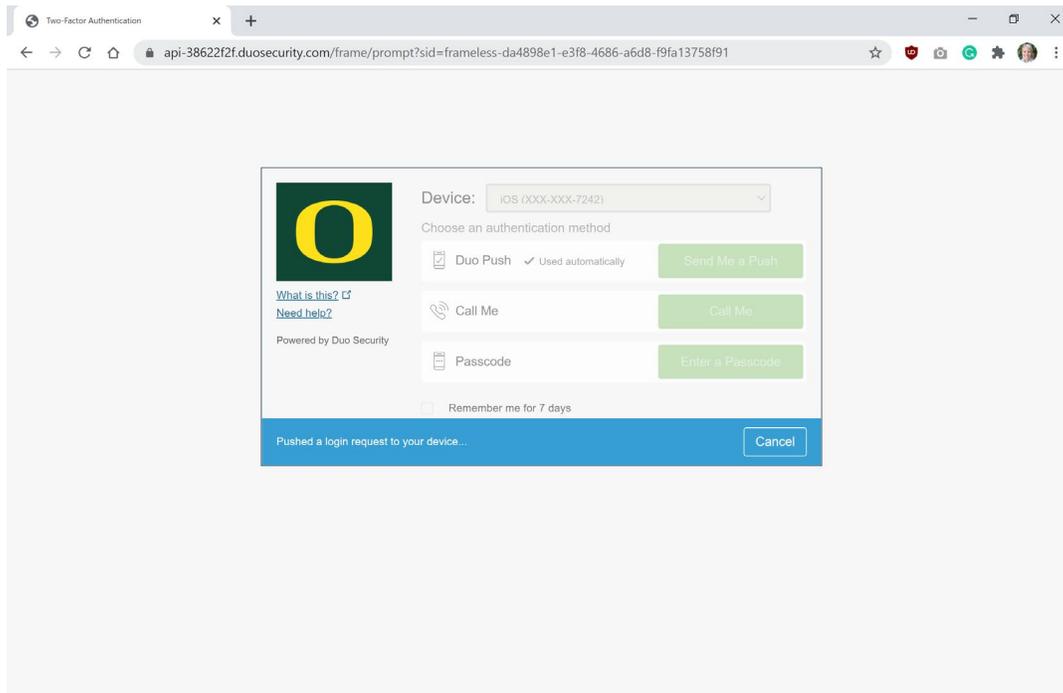


Step 5: Sign in to the appropriate UO Email Account

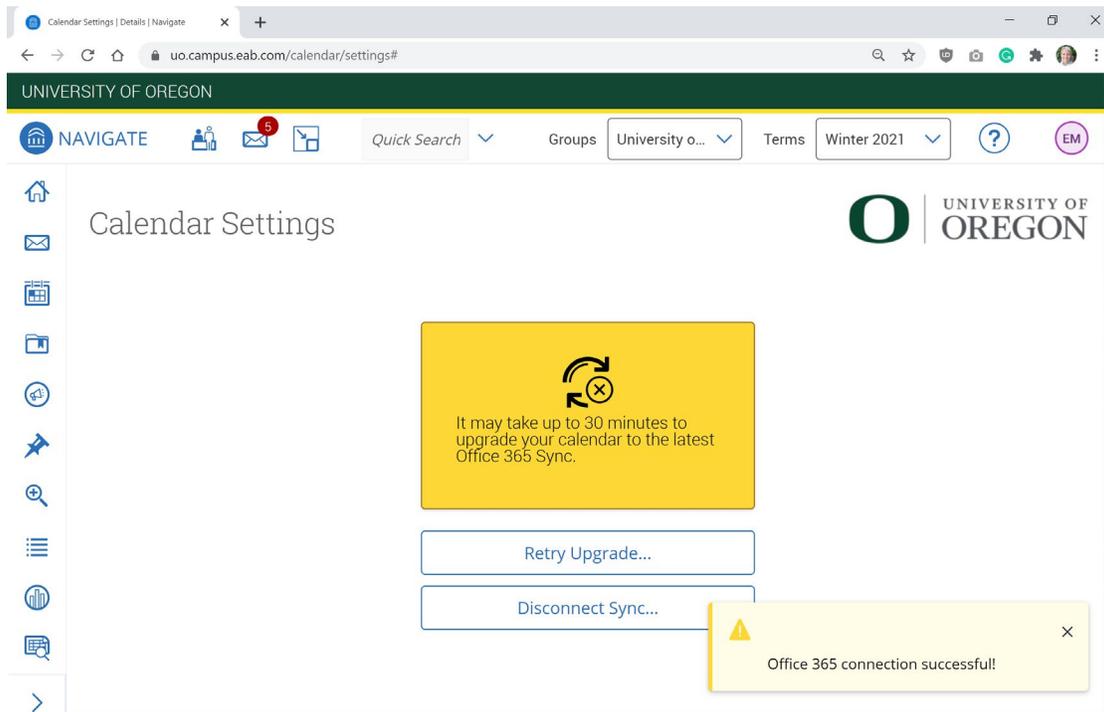


Navigate Outlook Calendar Sync Setup

Step 6: Authorize DUO if/when prompted

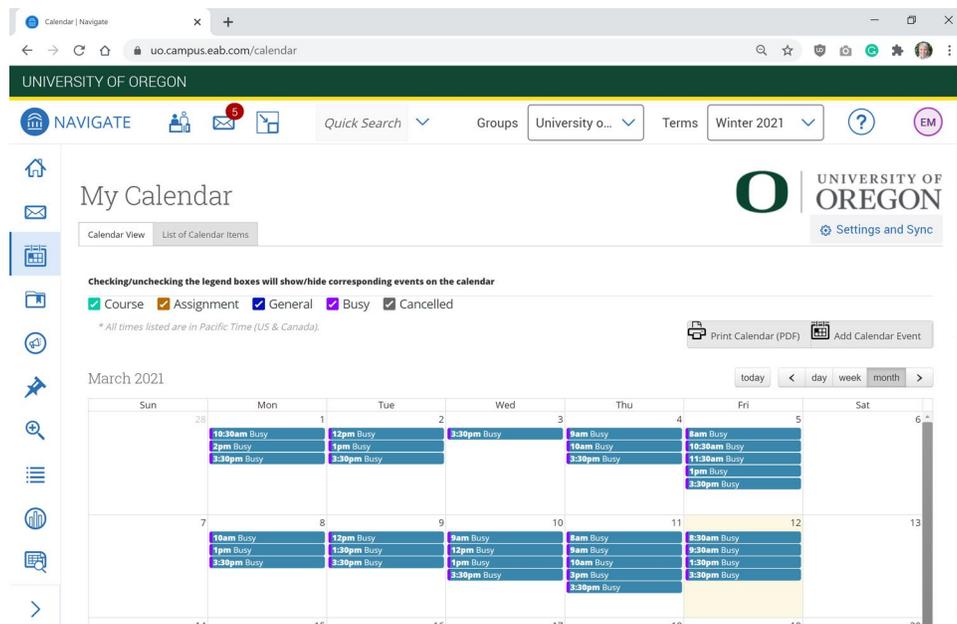


Step 7: You should then see this screen in Navigate. Please allow up to 30 minutes for this to process (you can close this window while processing and do other things).



Navigate Outlook Calendar Sync Setup

Step 8: After 30+ minutes, go to Calendar in Navigate. You should see Busy appointments on your Navigate calendar that reflect your busy events in your Outlook calendar.



FINAL STEP: Confirm that the sync is complete > Click the Settings and Sync button (top right). You should see today's date and a recent time.

Note: The sync time is not always recent. The time updates when there has been a change on your Outlook calendar or an appointment scheduled in Navigate. However, it should always be updated within a few hours. Email navigate@uoregon.edu with any questions!

