

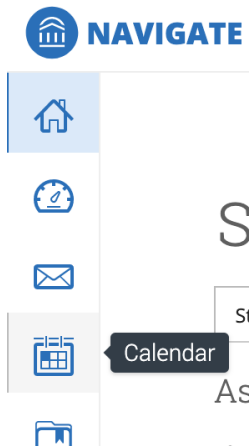
Initiating an Appointment Campaign in EAB Navigate

Establish Calendar Sync

Calendar syncing provides staff and faculty with the ability to sync their professional calendars with the Navigate calendar.

Navigate URL: <http://uvm.campus.eab.com>

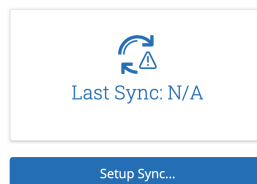
1. Go in to the Calendar tab on the Staff Home.



2. Click in to "Settings and Sync" on the right-hand side of screen (under the UVM logo).

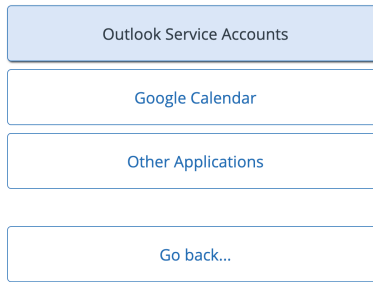


3. Select the "Setup Sync" box.



4. You will then be able to choose the Calendar Application that you want the platform to locate in order to establish the sync. *It is highly recommended that you sync with your official UVM calendar.*

Please Choose Your Calendar Application:



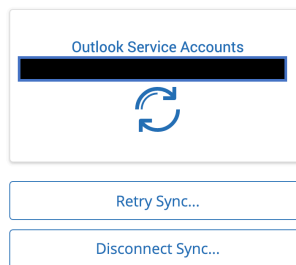
Outlook Service Accounts

Google Calendar

Other Applications

Go back...

Once the screen below appears, you may leave the Calendar Settings screen. The sync will continue to be established.

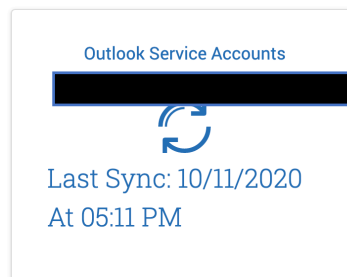


Outlook Service Accounts

Retry Sync...

Disconnect Sync...

You will know that your sync is established when the current date displays on the Calendar Settings page.

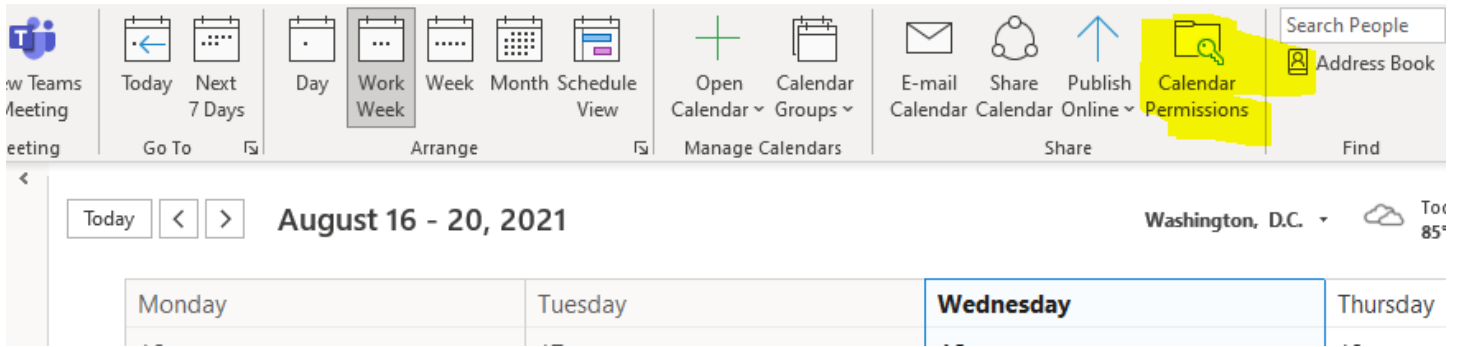


Outlook Service Accounts

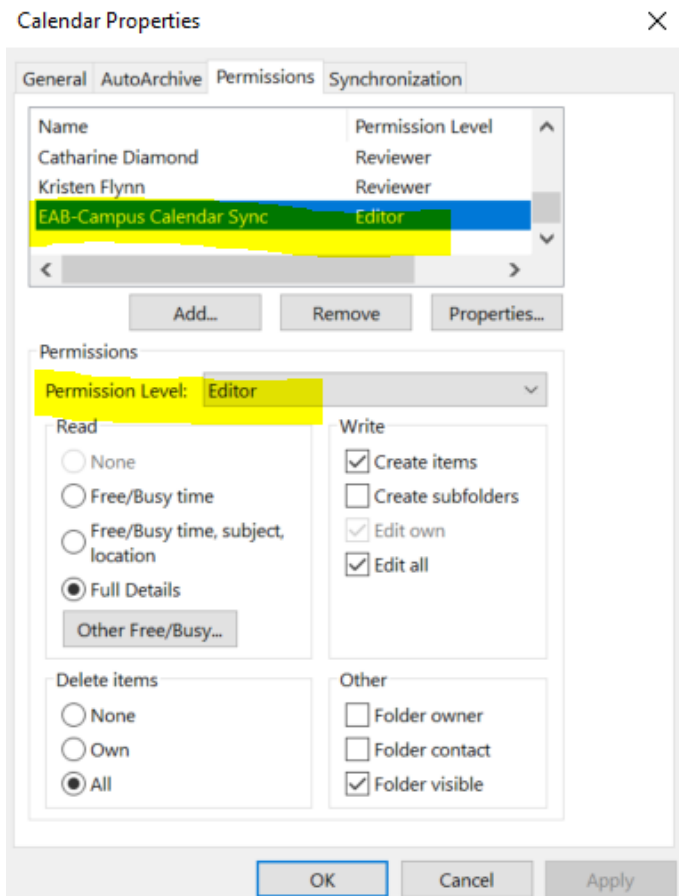
Last Sync: 10/11/2020
At 05:11 PM

To ensure the Navigate Calendar is fully integrated with Outlook, please follow the following steps in your Outlook client:

1. In Outlook, go to your Calendar, and click on "Calendar Permissions"



2. Add “EAB Campus Calendar Sync” with Editor permissions:



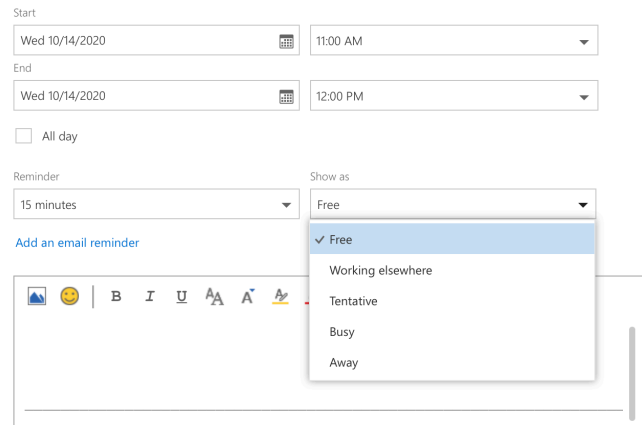
Once this is completed, the calendars should be fully synced.

For more questions, please contact the Navigate support team at: StudentSuccess@uvm.edu

Important Notes:

Students Viewing Availability

Your available times for meetings should be entered as “FREE” in Outlook. (Select “Free” in Show As drop down when holding the time.) If the time is coded as “BUSY,” students will not see it.



The screenshot displays the Outlook meeting creation interface. The 'Start' field is set to 'Wed 10/14/2020' at '11:00 AM'. The 'End' field is set to 'Wed 10/14/2020' at '12:00 PM'. The 'All day' checkbox is unchecked. The 'Reminder' is set to '15 minutes'. The 'Show as' dropdown menu is open, showing the following options: 'Free' (selected with a checkmark), 'Working elsewhere', 'Tentative', 'Busy', and 'Away'. Below the dropdown is a rich text editor toolbar with icons for background color, emoji, bold, italic, underline, text color, font color, and link.