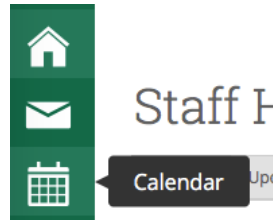


## Initiating an Appointment Campaign in EAB Navigate *Establish Calendar Sync*

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>

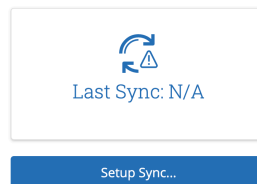
1. Go in to the Calendar tab on the Staff Home.



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



3. Select the "Setup Sync" box.

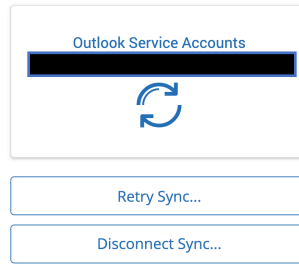


4. You will then be able to choose the Calendar Application that you want the platform to locate in order to establish the sync. *It is highly recommended that you sync with your oficial UVM calendar.*

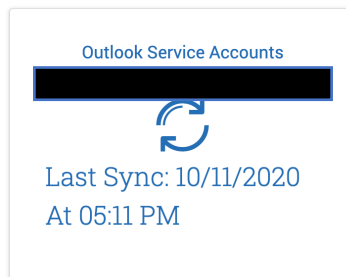
Please Choose Your Calendar Application:

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.



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



**Navigate User Support Contacts:**

1. [StudentSuccess@uvm.edu](mailto:StudentSuccess@uvm.edu)
2. Sarah Warrington, [swarring@uvm.edu](mailto:swarring@uvm.edu)
3. Scott Pavsek, [rpavsek@uvm.edu](mailto:rpavsek@uvm.edu)

For links to weekly MS Teams Drop-in Help Hours, visit <https://www.uvm.edu/registrar/navigate-advising>.

**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.

