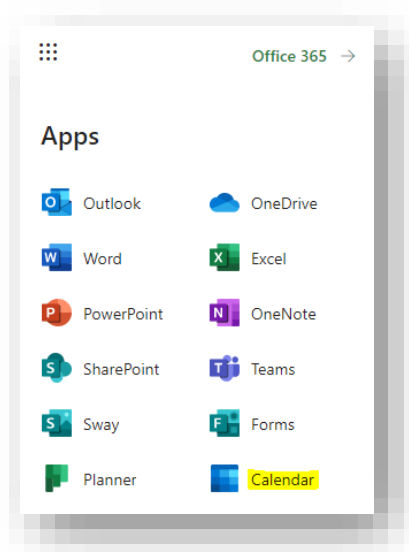
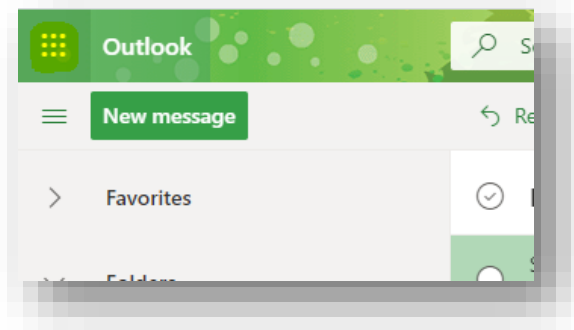


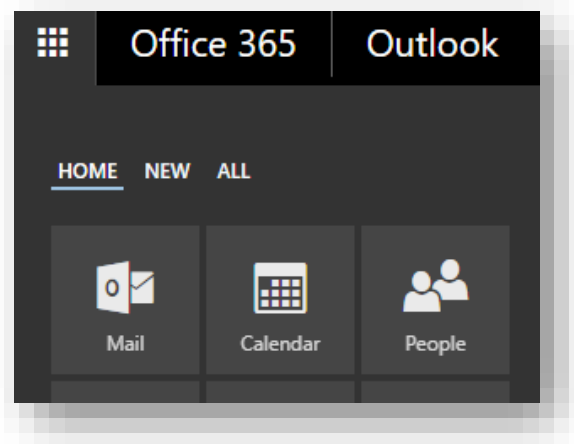
How to Sync Your Calendar with Navigate

Step 1: Access your online email through InsideEWU. Click on *Email/Calendar* under Quick Links.

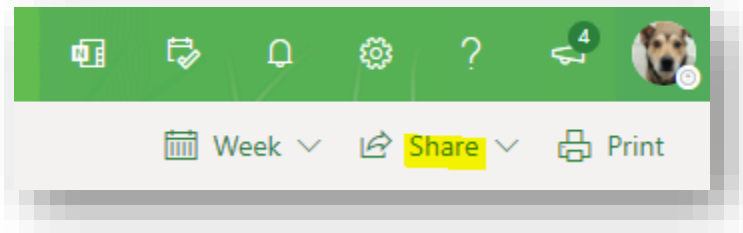
Step 2: Open your calendar. Do this by clicking on the 9 little squares in the very top left corner. Then find *Calendar*.



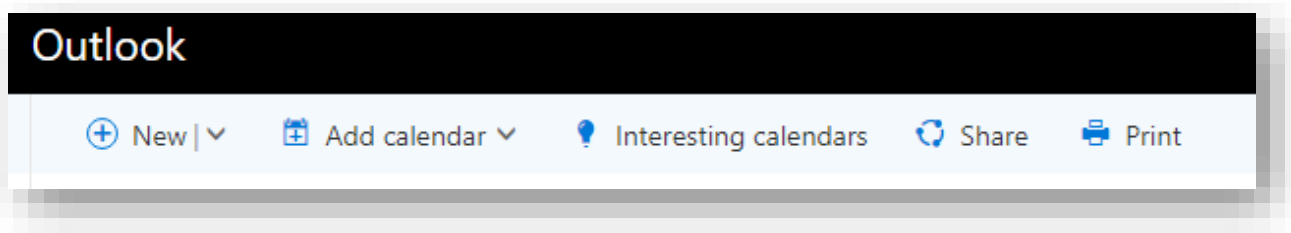
It may also look like this:



Step 3: At the top of the screen, click on “Share”. You may have to click on *Settings* first.

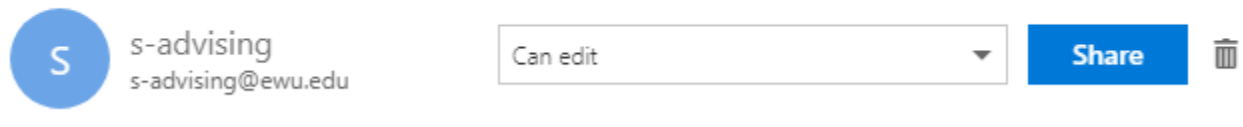


It may also look like this:



Step 4: Enter s-advising@ewu.edu, select “Can edit” (from the drop-down menu), and click the “Share” button.

Send a sharing invitation in email.



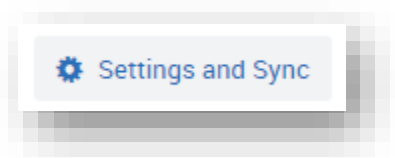
Step 5: Close the calendar Sharing and permissions window

Step 6: Go to the Navigate production site at <https://ewu.campus.eab.com/>

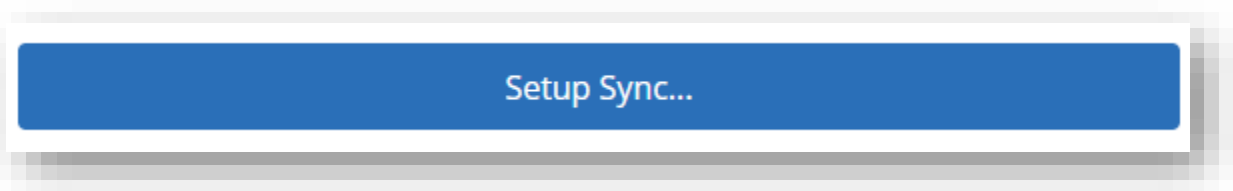
Step 7: Click on the calendar icon on the left side of the screen



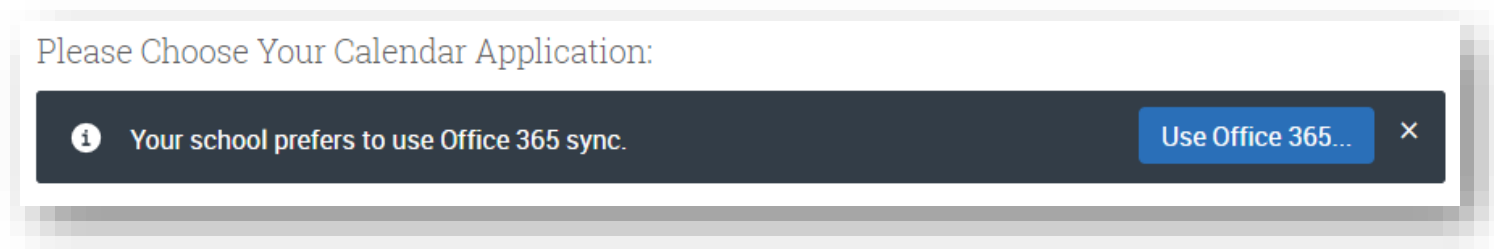
Step 8: Click on the “Setting and Sync” button on the right side of the screen



Step 9: Click the “Setup Sync...” button



Step 10: Click the “Use Office 365” button



Step 11: Give EAB permission to sync your calendar.

Done!