

## Syncing with Google Calendar

Select **Google Calendar** from the list of options.

### Calendar Settings: Setup

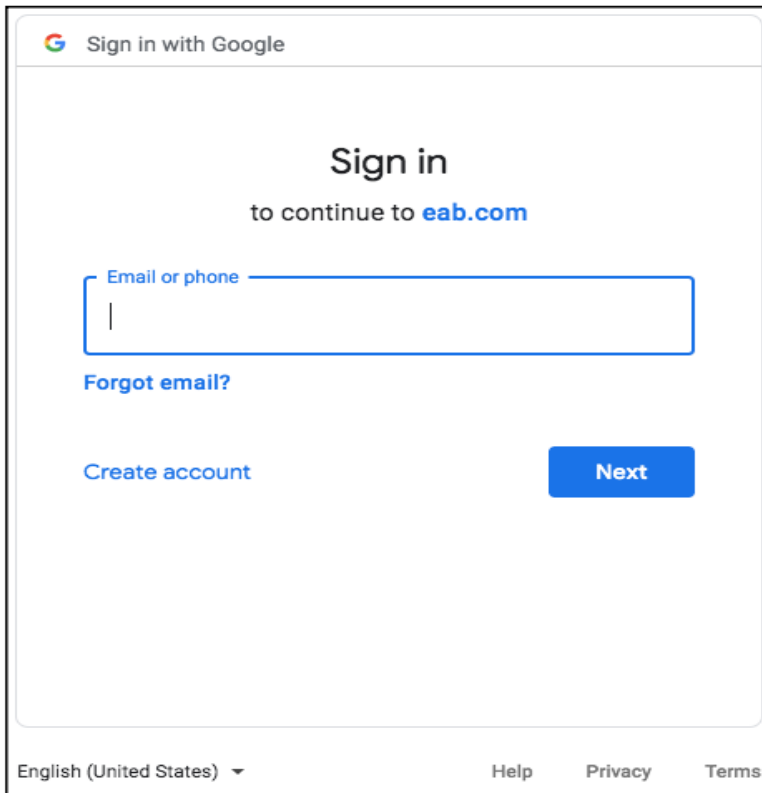
Please Choose Your Calendar Application:

ⓘ Your school prefers to use Office 365 sync. Use Office 365... ×

- Microsoft Outlook
- Google Calendar**
- Other Applications

[Go back...](#)

A Google sign-in page opens.

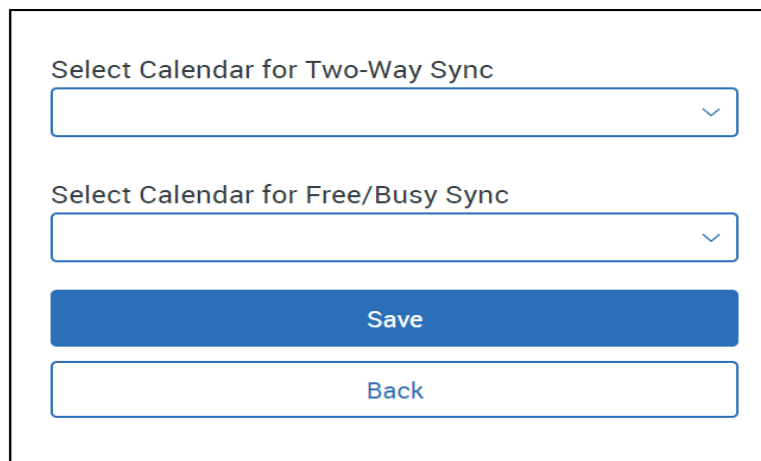


The screenshot shows a Google sign-in page. At the top left, there is a Google logo and the text "Sign in with Google". The main heading is "Sign in" followed by "to continue to eab.com". Below this is a text input field labeled "Email or phone" with a vertical cursor. Underneath the input field is a link "Forgot email?". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a footer with "English (United States)" on the left, and "Help", "Privacy", and "Terms" on the right.

Enter your email and password to complete the sync setup.

After entering your credentials, you are redirected back to the Navigate Calendar page, and prompted to finish setting up your calendar. Choose one of the following options:

- **Select Calendar for Two-Way Sync (Recommended Option):** All calendar items sync back and forth between your Navigate calendar and your professional calendar (i.e., Navigate calendar ↔ professional calendar). Events from your professional calendar will display as **Busy** in your Navigate calendar. Limited details from Navigate will display in your professional calendar.
- **Select Calendar for Free/Busy Sync:** Choose this option if you only want events from your professional calendar to display as **Busy** on your Navigate calendar (i.e., professional calendar ↔ Navigate calendar).

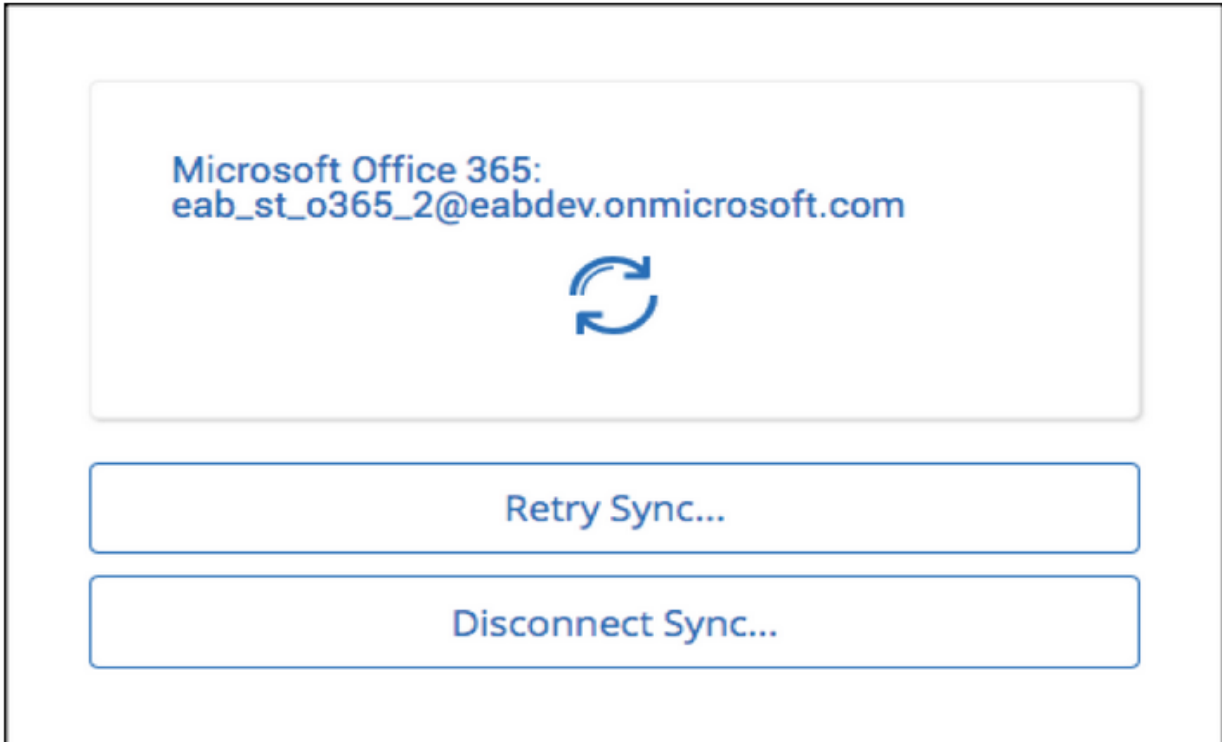


The screenshot shows a configuration screen for calendar sync. It has two dropdown menus. The first is labeled "Select Calendar for Two-Way Sync" and the second is labeled "Select Calendar for Free/Busy Sync". Below these are two buttons: a blue "Save" button and a white "Back" button with a blue border.

After selecting the appropriate calendar, click **Save**. Your sync is complete, with information about the sync on display.

## Sync Options

After setting up your sync, you should see something like this when you open your **Settings and Sync** page in Navigate.



You have two options listed under the sync to help you troubleshoot when your calendars are not syncing, if your email address has changed, etc.

**Retry Sync** lets users reconnect to the Navigate servers if calendars are not syncing.

**Disconnect Sync** lets a user disconnect their personal calendar from Navigate. Users might do this if they leave the institution or have changed their email address. Disconnecting your calendar takes about 30 minutes to finish so your user may still see Navigate items on their calendar for a short time.

**Note.** Events synced are limited to 3 months in the past and 6 months in the future. You may notice that the events sync until Google stops them (approximately two years).