

# Sync Navigate with your Outlook 365 calendar

Last Modified on 10/18/2023 9:27 am CDT

Log into <https://uwec.campus.eab.com> with your UWEC credentials.

Open **My Calendar** and select the **Settings and Sync** button.

□

The **Calendar Settings** page opens. If you have not yet set up a sync, you see the image below.

□

Click **Setup Sync**. The **Calendar Settings: Setup** page opens. Choose **Microsoft Office 365** from the list of options.

□

The **Microsoft Sign in** page opens, as shown below. Enter your Institution email and password to complete the sync setup.

□

It may take up to thirty minutes to sync. You can continue to work in Navigate during the sync process. You will not be notified when the sync is complete. Return to the Navigate Main Calendar Settings. If you have appointments in Outlook Calendar, they will now appear in Navigate. **Note: Events synced are limited to 3 months in the past and 12 months in the future.**

□