

Navigate: How to Sync Your Outlook Calendar

Using Chrome or Firefox, go to the **Navigate Site**:
<https://buffalostate.campus.eab.com/> and sign in using your Single Sign On BSU
Username and **Network** password credentials.



Log In

Type your username and password

Username

Password

Sign in

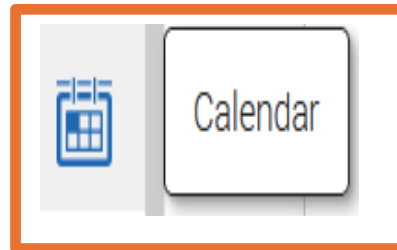
[Azure Multi-Factor Authentication](#)

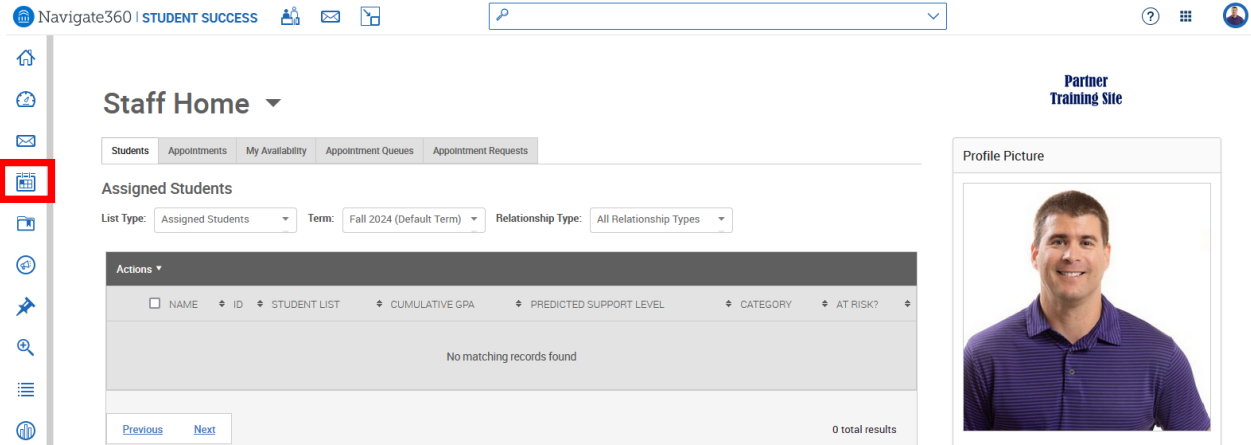
If you have a current Buffalo State network account and you are unable to login please contact The IT Help Desk at ithelpdesk@buffalostate.edu or 716-878-4357.

For security reasons, please Log Out and Close your Web browser when you have finished accessing services that require authentication.

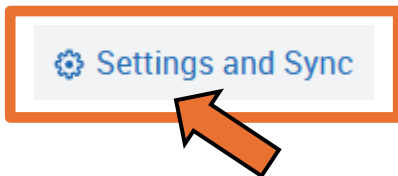
The availability you set up within Navigate dictates students' ability to schedule appointments with you. You have the added option to integrate your calendar with the Navigate platform to pull in **Free/Busy** times from your Outlook Calendar and push appointments scheduled in Navigate to your Outlook Calendar.

Step 1: Once you have logged into your Navigate account (using your User ID and Network password), click the **Calendar** icon on the left-hand, vertical navigation bar.

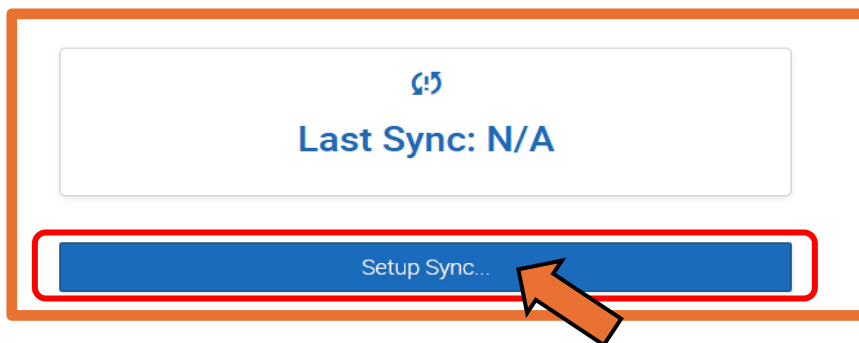




Step 2: Click on the **Settings and Sync** button located on the right.




Step 3: Click the **Setup Sync** button. You will see a “Your school prefers to use Office 365 sync” banner on Calendar with a “Use Office 365...” button to begin the setup.




Step 4: From the provided options, please select **Microsoft Office 365 (Latest Version)**




Please Choose Your Calendar Application:

- Microsoft Office 365 (Latest Version) 
- Google Calendar
- Other Applications
- Go back...

- Upon clicking the button, you will be routed to **login.microsoftonline.com**. If you are **not already signed into Office 365**, you will be prompted to sign in.

 Microsoft

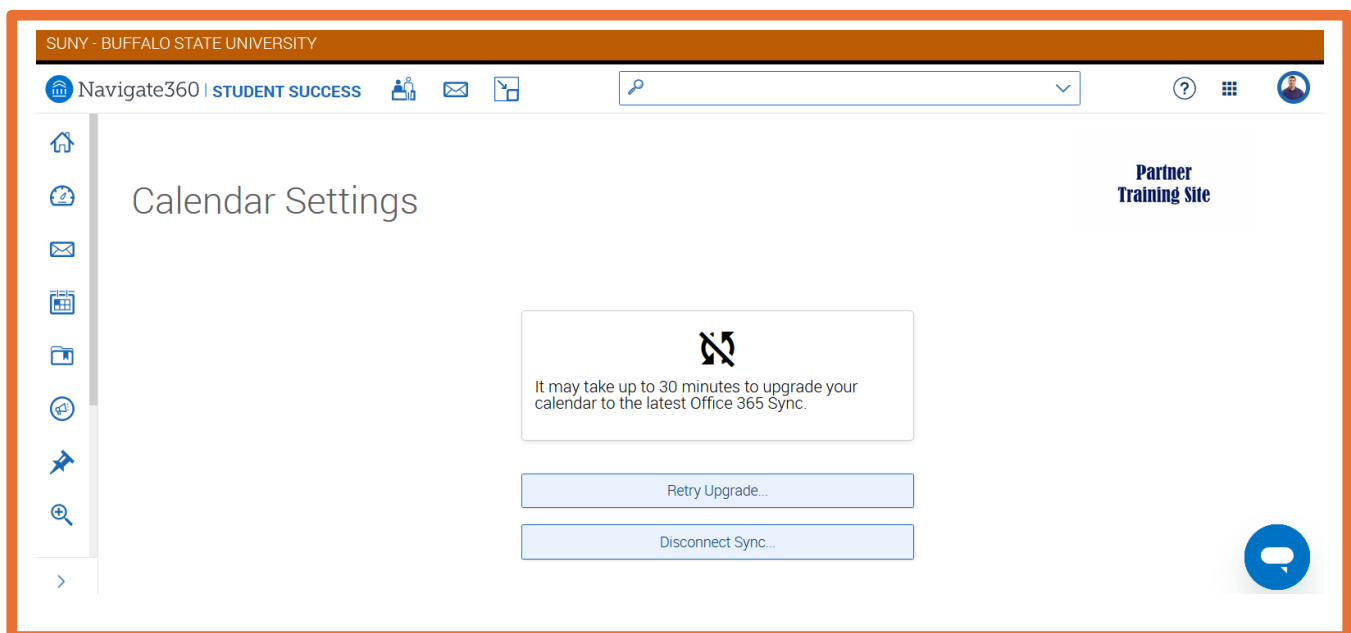
Pick an account

-  Hudson, Robert J
hudsonrj@buffalostate.edu
Signed in 
-  Use another account

- After signing in, Office 365 will ask you to grant permission for the application to access your calendar. Pressing “Accept” will authorize and begin the syncing.

Note: The browser will return to the Calendar Integrations page. The “Exchange Integration” tab will no longer appear. The Office365 Integration” tab will now show the timestamp for the last successful sync (or any applicable error message) and will include options for you to Retry or Disconnect the sync as needed.

The **Two-Way Sync** will enable that any agenda item created from Navigate will sync back to your Outlook Calendar. All existing events and events that are created from your Outlook Calendar will be shown as ‘**Busy**’ in Navigate.



Notes:

- Specific details from your Outlook Calendar meetings will not be imported to Navigate. It will only display the date, time, duration, and that you are Busy.
- Your Outlook Calendar will display student appointment details synced from Navigate.