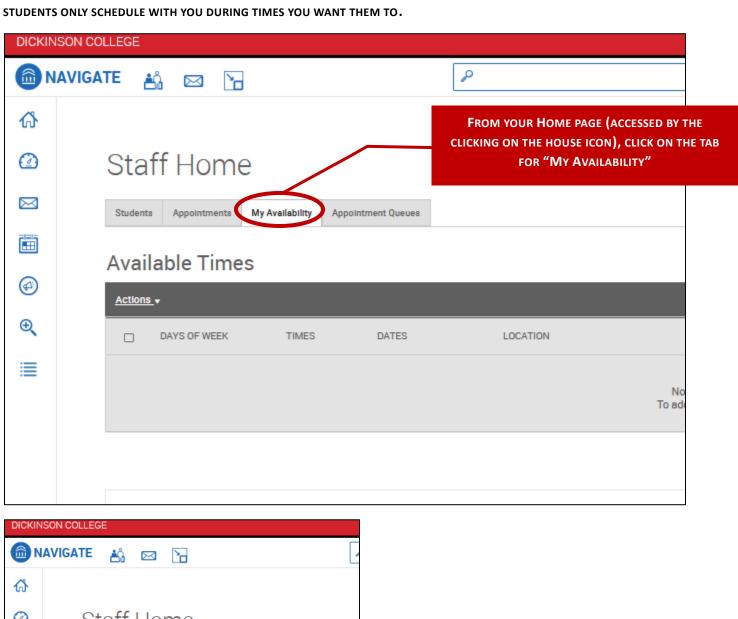
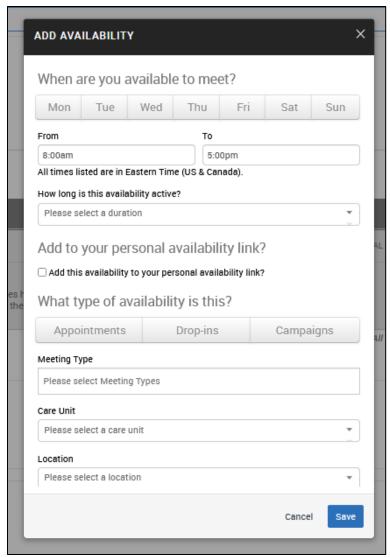
## The Basics – Appointment Availability

In addition to syncing your calendar, in order for students to make appointments with you, you must create "availability" in the Navigate system. Specifying the days and times you are available for appointments ensures that students only schedule with you during times you want them to.







SELECT THE DAYS, AND ENTER THE TIME RANGE (REMEMBER THAT THE NAVIGATE CALENDAR WILL SYNC WITH OUTLOOK, SO AS LONG AS OTHER MEETINGS/COMMITMENTS ARE BLOCKED OFF IN OUTLOOK, THEY WILL NOT SHOW UP AS AVAILABLE TIME SLOTS TO STUDENTS IN NAVIGATE)

