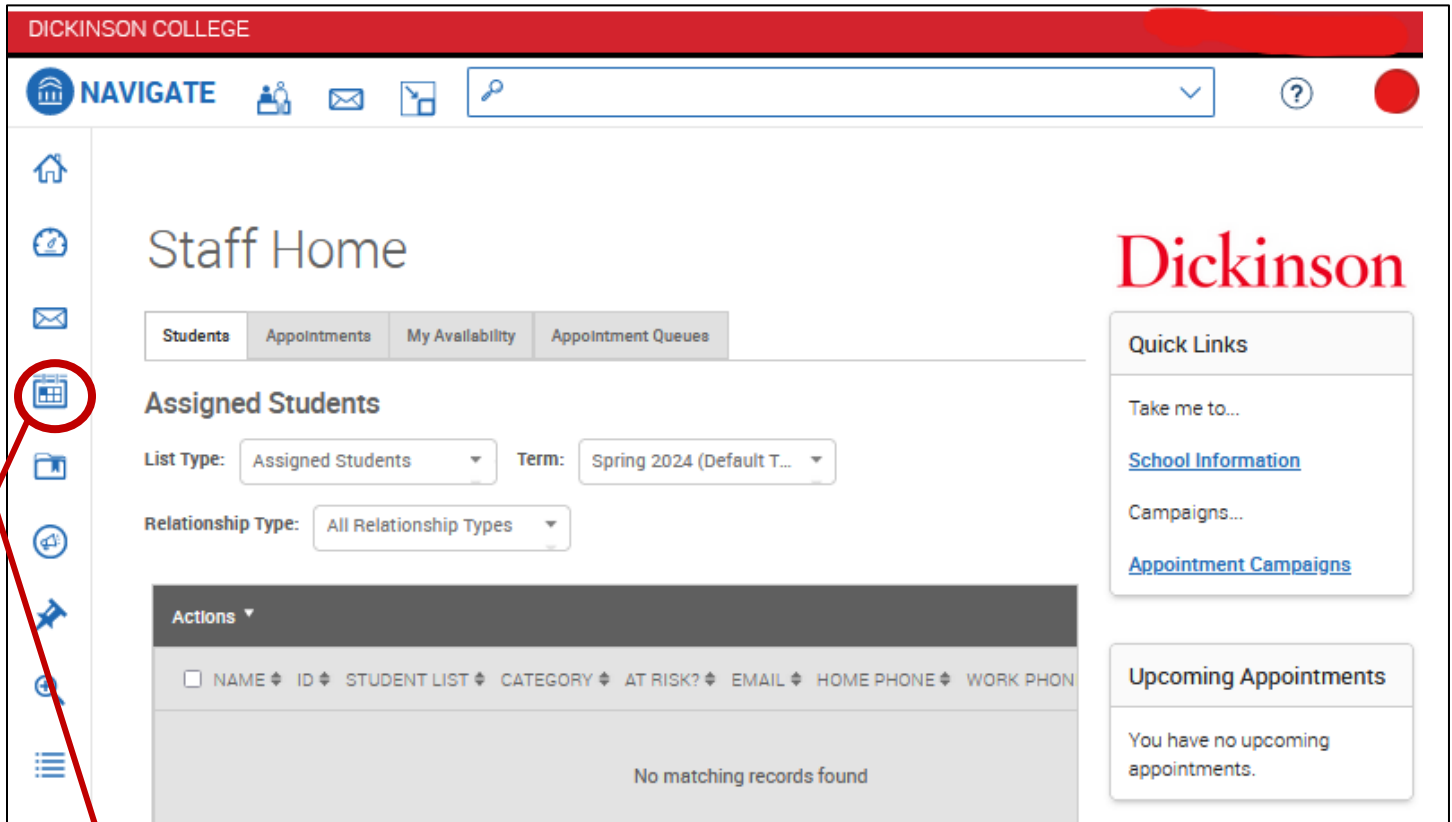


The Basics – Syncing Your Calendar

FOR STUDENTS TO BE ABLE TO MAKE APPOINTMENTS WITH YOU, NAVIGATE NEEDS TO HAVE ACCESS TO YOUR EXISTING CALENDAR (COMPATIBLE WITH ALL MAJOR CALENDARING OPTIONS, INCLUDING OUTLOOK, GOOGLE CALENDAR, ETC.) CALENDARS SYNC IN REAL-TIME TO AND FROM NAVIGATE.



DICKINSON COLLEGE

NAVIGATE

Staff Home

Students | Appointments | My Availability | Appointment Queues

Assigned Students

List Type: Assigned Students Term: Spring 2024 (Default T...)

Relationship Type: All Relationship Types

Actions

<input type="checkbox"/>	NAME	ID	STUDENT LIST	CATEGORY	AT RISK?	EMAIL	HOME PHONE	WORK PHON
No matching records found								

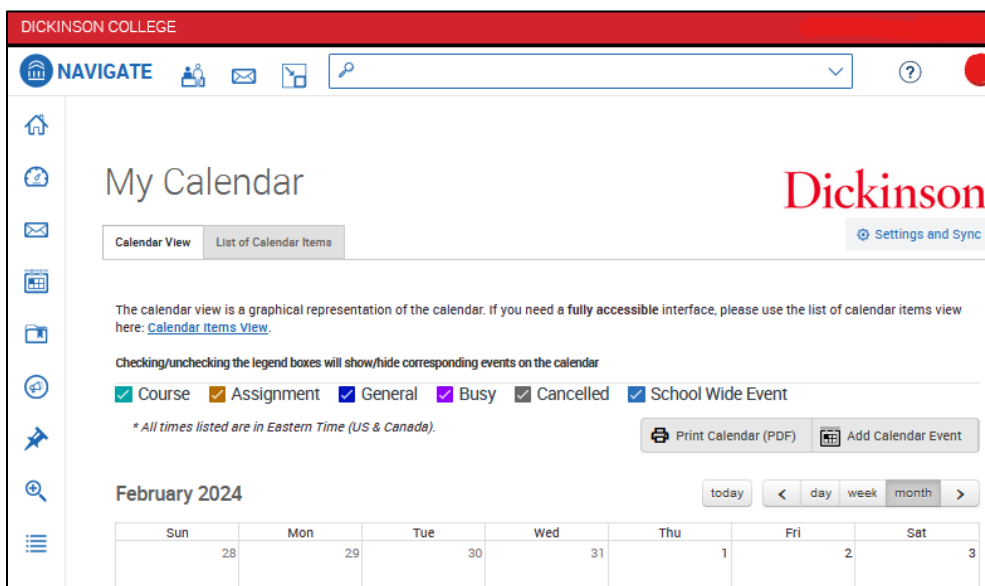
Quick Links

- Take me to...
- [School Information](#)
- Campaigns...
- [Appointment Campaigns](#)

Upcoming Appointments

You have no upcoming appointments.

CLICKING ON THE CALENDAR ICON TAKES YOU TO YOUR CALENDAR



DICKINSON COLLEGE

NAVIGATE

My Calendar

Calendar View | List of Calendar Items

[Settings and Sync](#)

The calendar view is a graphical representation of the calendar. If you need a fully accessible interface, please use the list of calendar items view here: [Calendar Items View](#).

Checking/unchecking the legend boxes will show/hide corresponding events on the calendar

Course Assignment General Busy Cancelled School Wide Event

* All times listed are in Eastern Time (US & Canada).

Print Calendar (PDF) Add Calendar Event

February 2024

today < day week month >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3

THEN CLICK
"SETTINGS AND
SYNC"

DICKINSON COLLEGE

NAVIGATE

Calendar Settings

Dickinson

Last Sync: N/A

Setup Sync...

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All times listed are in Eastern Time (US & Canada)

CLICK "SETUP SYNC"



DICKINSON COLLEGE

NAVIGATE

Calendar Settings: Setup

Dickinson

Please Choose Your Calendar Application:

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

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THEN SELECT THE CALENDAR YOU WOULD LIKE TO SYNC WITH – THIS SHOULD BE THE CALENDAR YOU USE FOR COLLEGE BUSINESS, MOST LIKELY MICROSOFT OFFICE 365/OUTLOOK

