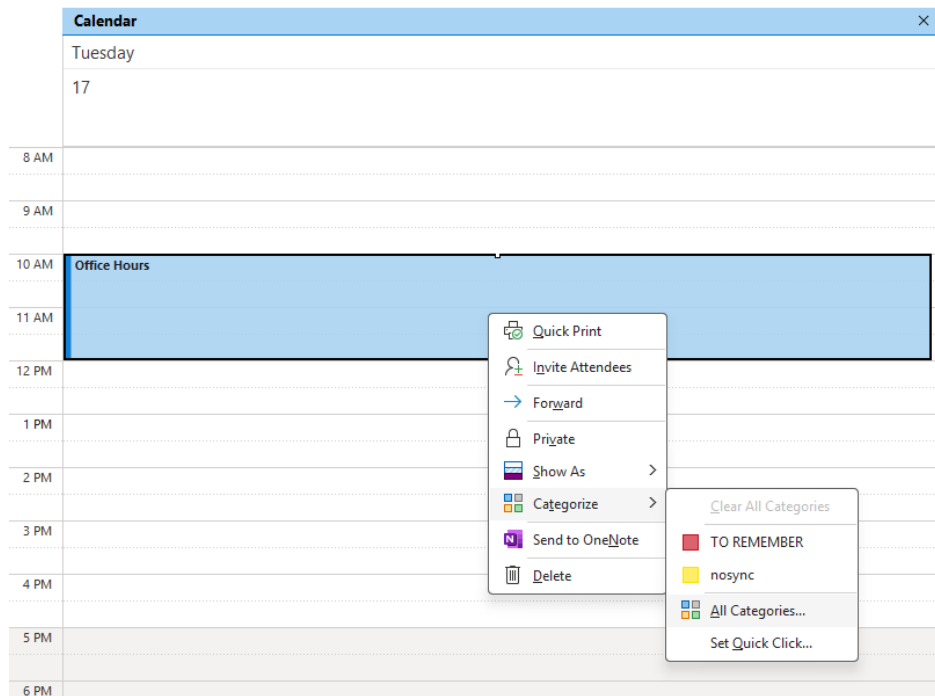


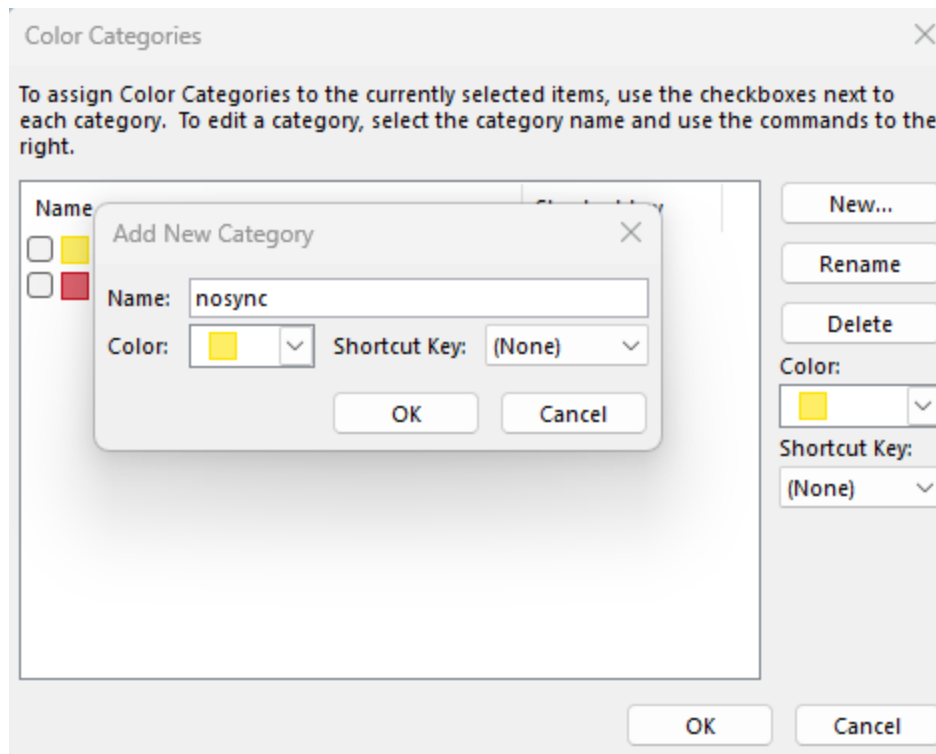
Navigate360 Update: Creating Outlook Appointments that Don't Sync with Navigate

There may be times you want to set aside time in your calendar for students to meet with you but not other faculty or staff (e.g. office hours). In the past, if you created a block on your calendar to show your colleagues you were unavailable, it would also prevent students from scheduling with you during those times in Navigate, but EAB has released an update to fix this! Here's how to get started:

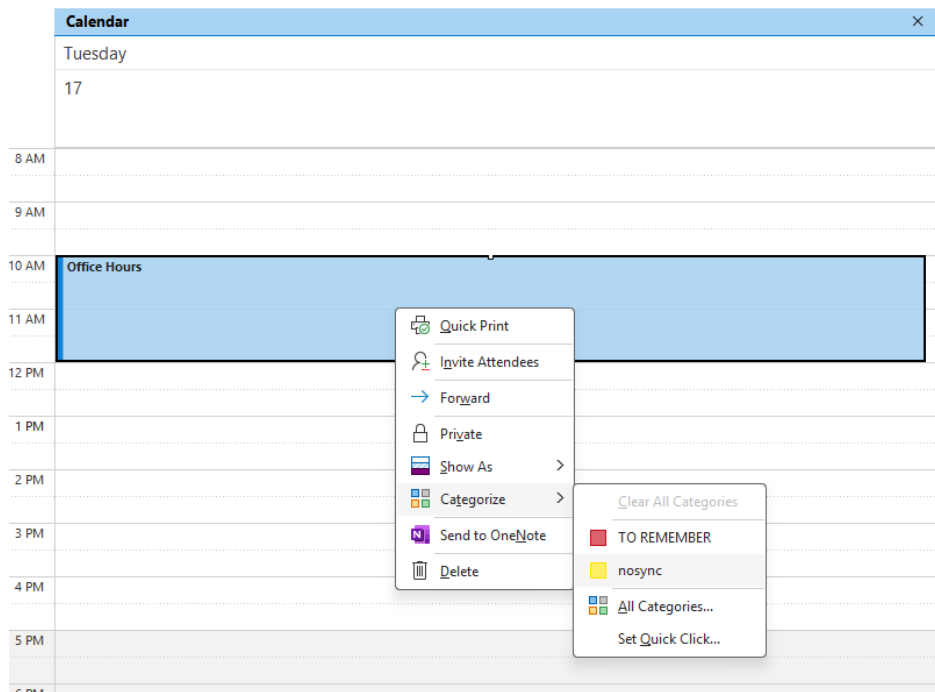
1. Open your Outlook calendar. Go to any appointment or meeting and right click, select **Categorize**, and then select **All Categories**.



2. Click **New...** and in the **Name** field write **nosync**. These appointments will appear as whatever color you select, so you can select any color you like. Click **OK** and then click **OK** again.



- Find the appointment in your calendar that you would like to keep free for students to schedule. Right click on the appointment, select **Categorize** and select your **nosync** category.



- Voilà! This time will now appear busy to your colleagues, but students will be able to schedule meetings with you in Navigate.