

Updated: 10/01/2024

- 1. Log into Navigate LA.
- Click on the Calendar in 2.

2.	CIICK	k on the Calendar Icon.	
	CALIFO	FORNIA STATE UNIVERSITY - LOS ANGELES	
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		Staff Home	
		Students Appointments My Avais	
	rich i	Assigned Students	
		List Type: Assigned Students	
3.	Click	k on <b>Settings and Sync</b> .	
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	0	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 bases will show/hide corresponding events on the catendar Z Course Z Assignment Z General Z Busy Z Cancelled Z School Wide Event Z Event Rsvp	
4	Click	k on Setun Sync	

4. Click on Setup Sync.



Select Microsoft Office 365 (Latest Version) 5.

Please Choose Your Calendar Application:			
	Microsoft Office 365 (Latest Version)		
	Google Calendar		
	Other Applications		
. <u></u>			
	Go back		

- 6. You will be redirected to the Microsoft login.
- 7. Sign in with our Outlook credentials.
- 8. Accept the requested permissions.
- 9. The sync process may take up to 30 minutes.
- 10. Successful Sync:
  - o Click on the Calendar Icon again and view the calendar. "Busy" items are pulled from your Outlook Calendar.

30	1	2
8:30am Busy	1:45pm Busy	2:30pm Busy
		3pm Busy

Click on Settings and Sync again, and "Last Sync" will include a date and time. 0

