How to sync (integrate) your Navigate Calendar with your UHCL Outlook 2016 Calendar.

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| 1.    | Use your UHCL user name and password to login to EAB [https://uhcl.campus.eab.com/](https://uhcl.campus.eab.com/)  
*Note: In addition, you must have your Outlook open during this process.* |
| 2.    | **From Staff Home Page**  
Click: Calendar icon on the left hand side of Quick Links  
Click: Settings and Sync |

Continue on next page.
Navigate Student Success Collaborative

3. Click: **Setup Exchange Calendar Integration**

Ensure that the Exchange Mailbox address is correct. If staff is also a student, use the work email.

Click: **Connect with Exchange (Note: Syncing process may take a few minutes.)**

Continue on next page.
4. **When calendars are integrated, it will indicate “Enabled” with date/time.**

Click: **Calendar icon on the left hand side of Quick Links.** *(It will display your UHCL Outlook Busy times on the EAB calendar.)* See below.

DONE