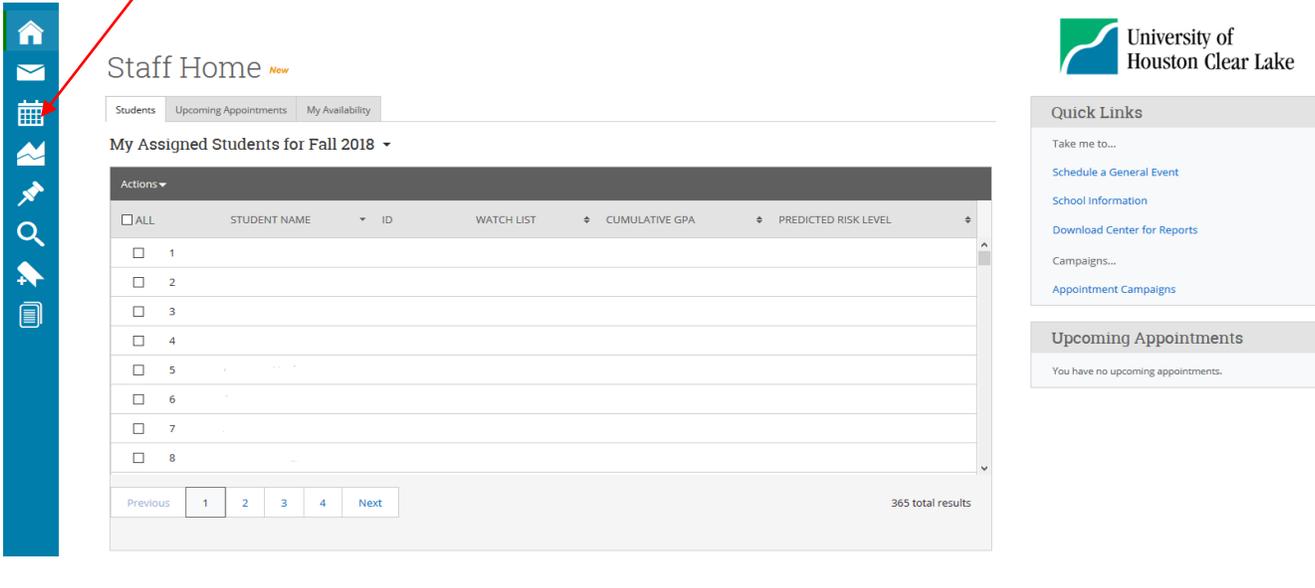
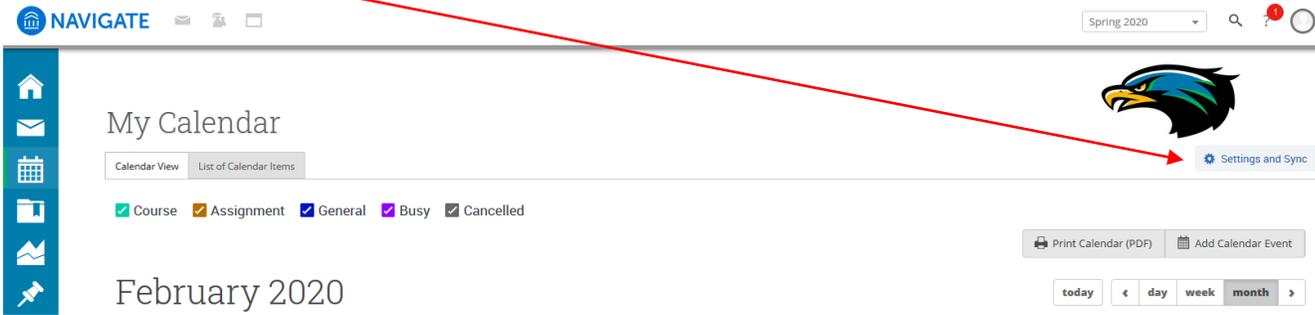


How to sync (integrate) your Navigate Calendar with your UHCL Outlook 2016 Calendar.

Steps	Descriptions
1.	Use your UHCL user name and password to login to EAB https://uhcl.campus.eab.com/ <i>Note: In addition, you must have your Outlook open during this process.</i>
2.	<p>From Staff Home Page</p> <p>Click: Calendar icon on the left hand side of Quick Links</p>  <p>Click: Settings and Sync</p>  <p>Continue on next page.</p>

3.

Click: **Setup Exchange Calendar Integration**

Campus Student Success Collaborative

Fall 2018

My Calendar

Calendar View List of Calendar Items Subscriptions

SUBSCRIPTIONS

Setup Calendar Integration No calendar integrations yet

Setup Free/Busy Integration No free/busy integrations yet

Setup Exchange Calendar Integration Last updated at 11/19/2018 12:22 PM

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

Campus Student Success Collaborative

Fall 2018

Exchange Integration

Integrate Calendar Information From Exchange

Connect with Exchange

Disabled

Re-sync with Exchange

Exchange Mailbox
ramos@uhcl.edu
Please verify this email is your Exchange mailbox.
Contact support if the email needs changing.

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

Continue on next page.

4. **When calendars are intergrated, it will indicated "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.

Exchange Integration

Integrate Calendar Information From Exchange

Disable integration with Exchange

Exchange Mailbox
ramos@uhcl.edu

Enabled
Synced at 11/19/2018 12:22 PM

Re-sync with Exchange

Please verify this email is your Exchange mailbox. Contact support if the email needs changing.

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My Calendar

Calendar View List of Calendar Items Subscriptions

Course Assignment General Busy Cancelled

Print Calendar (PDF) Add Calendar Event

November 2018

today < day week month >

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
	7:30am Busy	6:30am Busy	8am Busy	8am Busy	8am Busy	
	8:30am Busy	7:30am Busy	8:30am Busy	9am Busy	9am Busy	
	9am Busy	8am Busy	9am Busy	9:30am Busy	10:30am Busy	
	10:30am Busy	11am Busy	9:30am Busy	10am Busy	11am Busy	
	11am Busy	11am Busy	10am Busy	10:30am Busy	11:30am Busy	
	12pm Busy	11:30am Busy	11am Busy	11am Busy	12pm Busy	
	12:30pm Busy	12pm Busy	11:30am Busy	12pm Busy	12:30pm Busy	
	1pm Busy	12pm Busy	12pm Busy	1pm Busy	1:30pm Busy	
	1:30pm Busy	1pm Busy	1pm Busy	1:30pm Busy	2pm Busy	
	2pm Busy	1:30pm Busy	4pm Busy	2pm Busy	2:30pm Busy	
	2:30pm Busy	2pm Busy		2:30pm Busy	3pm Busy	
	3pm Busy	2:30pm Busy		3pm Busy	3:30pm Busy	
	3:30pm Busy	3pm Busy		3:30pm Busy	4pm Busy	
	4pm Busy	3:30pm Busy		4pm Busy		
		4pm Busy				
4	5	6	7	8	9	10

DONE