

# Synchronizing Navigate with Outlook Calendar

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Please note before moving forward you must have a Memorial University email exchange account. If you do not, **synchronizing with Navigate will not work**. To verify if you have a Memorial exchange account please contact the ITS Services Desk at [help@mun.ca](mailto:help@mun.ca) or by calling 864-4595 before proceeding.

1. Prior to synchronizing your Navigate calendar with your Outlook calendar, please complete the form “Navigate and Outlook Calendar Integration” found [here](#). ***Once processed the Navigate Administrator will reply and tell you to move forward with the following process.***
2. In the Navigate, select the calendar from the left of the screen. (***Please note depending on your level of access you may have more or less icons on the menu to your left***).

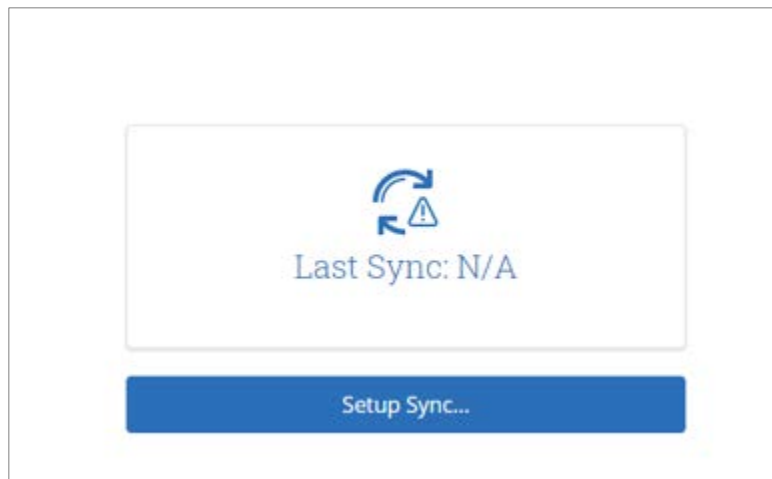


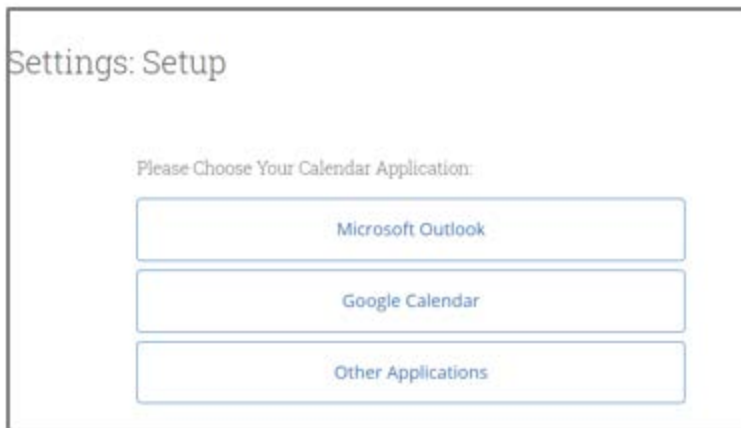
3. Select the Settings and Sync from the top of the page (***indicated in Red***).



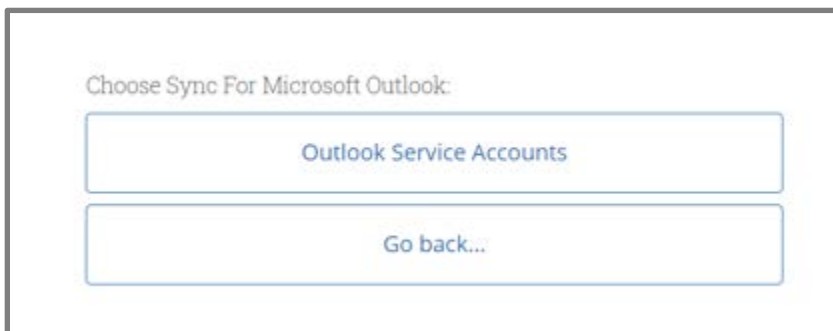
4. Select Setup Sync...

5. Select Microsoft Outlook,





6. Select "Outlook Service Account"



7. Select your email address.

***Note: The Integration of both calendars is successful; this may take 10 minutes to synchronize, the calendar will now be populated with items in your Exchange calendar.***