

Calendar Sync

The calendar sync function allows a user to sync their personal calendar (Google or Outlook) with Hunter Navigate. This allows appointments to appear on your personal calendar and will remove appointments in Navigate by using the busy events on your personal calendar. It allows a user to set their availability once and use their personal calendar to manage their availability.

Navigate does not support syncing to Outlook and Google at same time. You will need to select one service.

Need Outlook Software?

Visit <https://portal.office.com/account/> and use your CUNY Login. If prompted for email, use full username with @login.cuny.edu part.

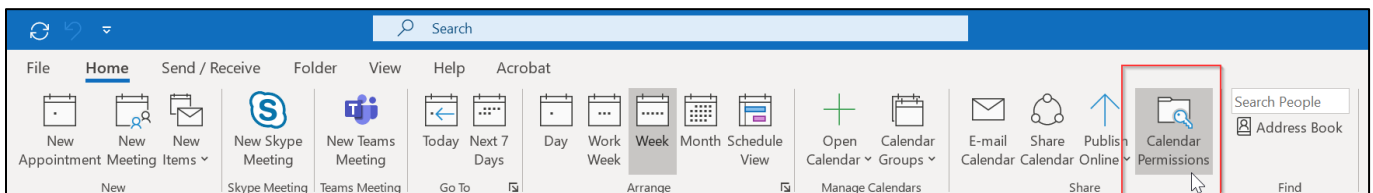
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Directions may vary depending which version of Outlook you are using.

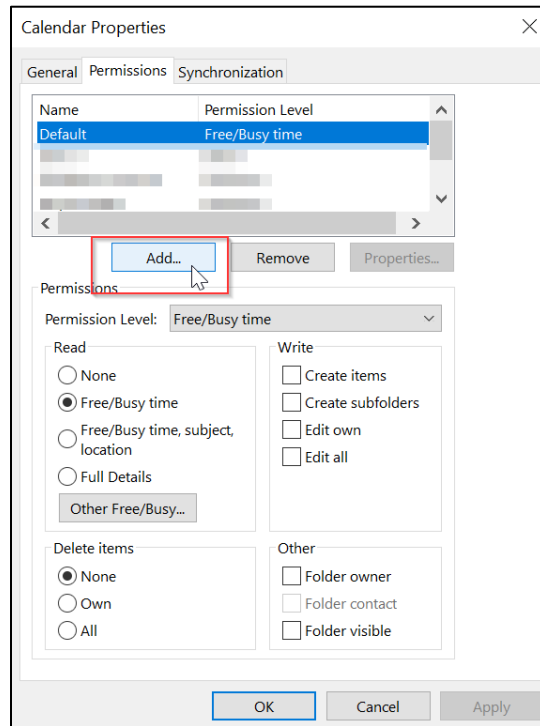
- [Outlook for Windows](#)
- [Outlook for Mac](#)
- [Outlook Web Mail](#)
- [Final Steps for Outlook](#)
- [Google](#)

Outlook for Windows

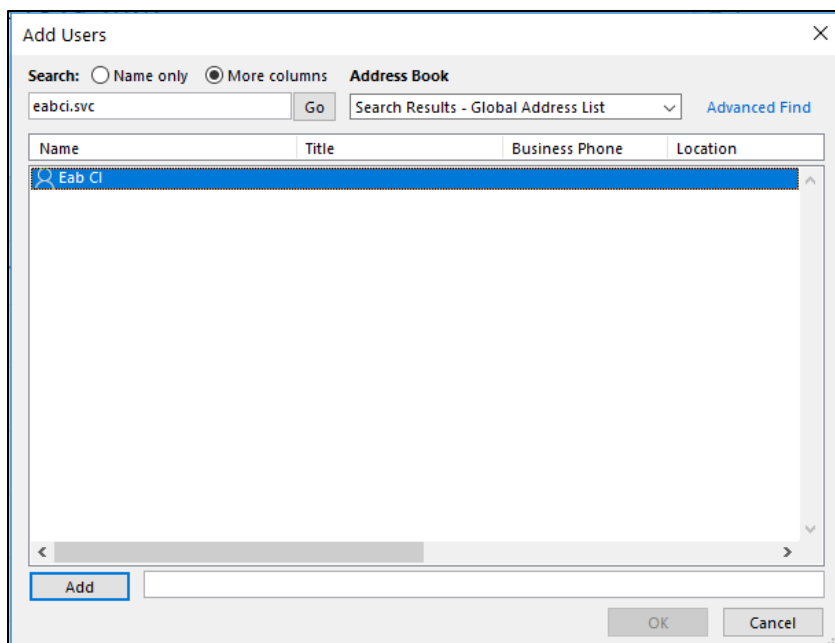
- A. In Outlook, open your Calendar, select Home tab, and click "Calendar Permissions".



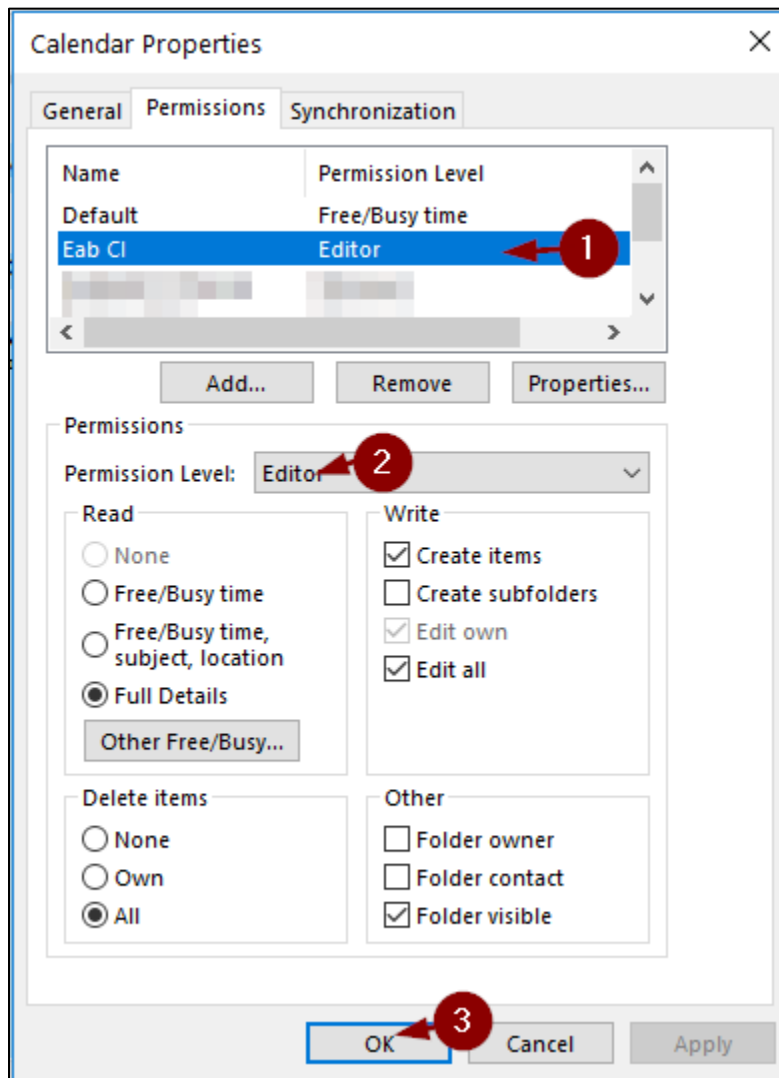
B. In the Calendar Properties dialog, click “Add...”



C. Add the account eabci.svc. It may also appear as Eab Ci.

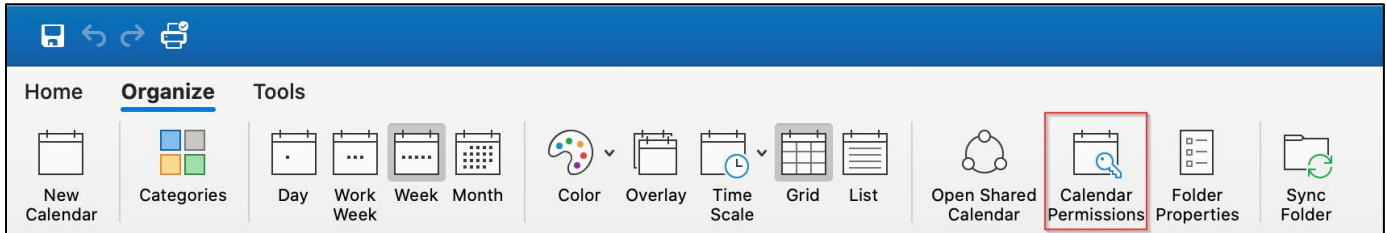


D. Set the Permission level for this account to Editor. Then click ok. Skip ahead to [Final Steps for Outlook](#).

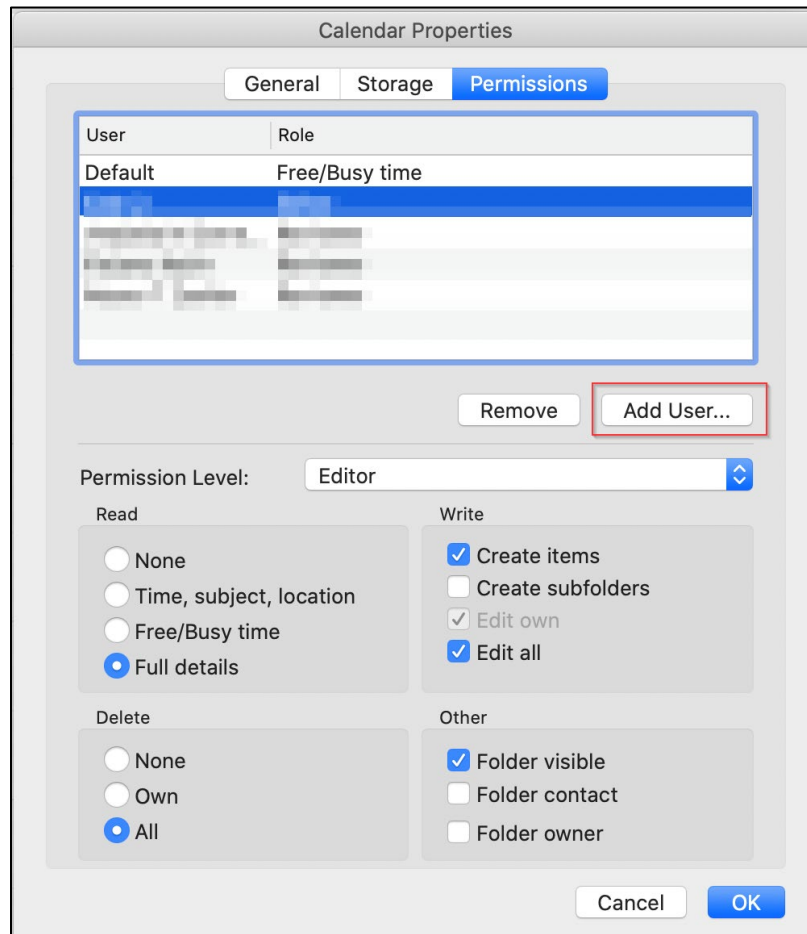


Outlook for Mac

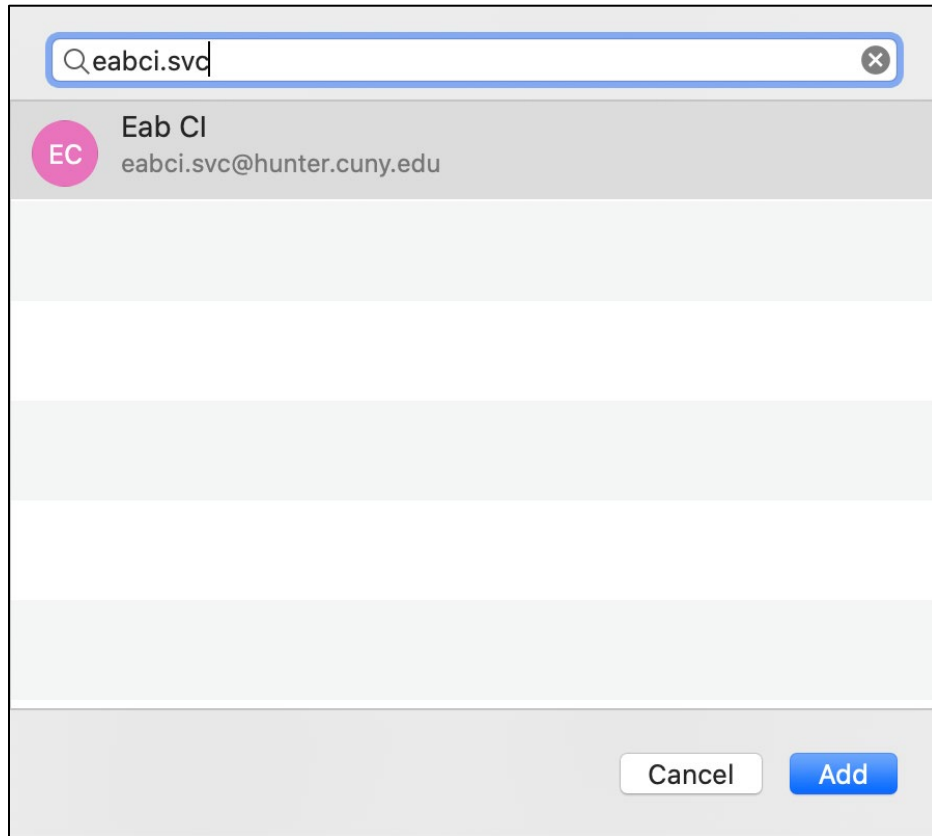
A. In Outlook, open your Calendar, select Home tab, and click "Calendar Permissions".



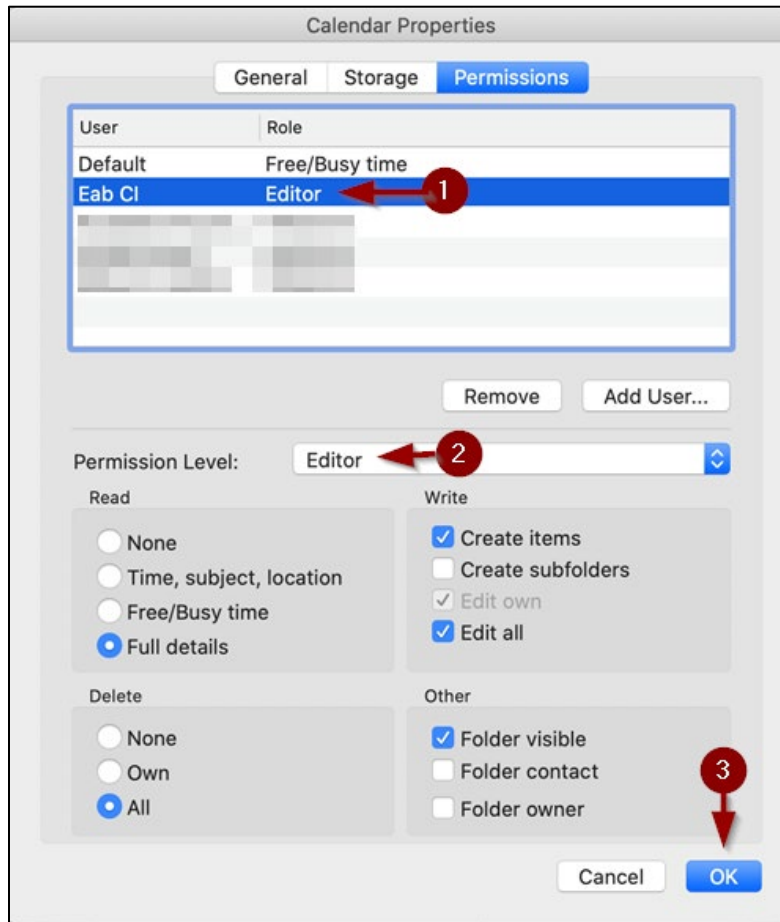
B. In the Calendar Properties dialog, click "Add User..."



C. Add the account **eabci.svc**. It may also appear as Eab Cl.



D. Set the Permission level for this account to Editor. Then click ok. Skip ahead to [Final Steps for Outlook](#).



Outlook Web Mail

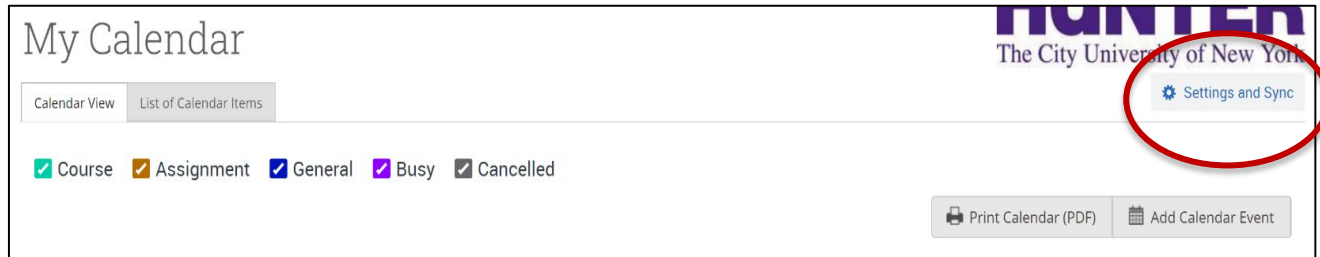
(e.g. <http://mail.hunter.cuny.edu>)

Please email the Faculty / Staff Help Desk at helpdesk@hunter.cuny.edu and request eabci.svc@hunter.cuny.edu be added to your calendar with **Editor** role.

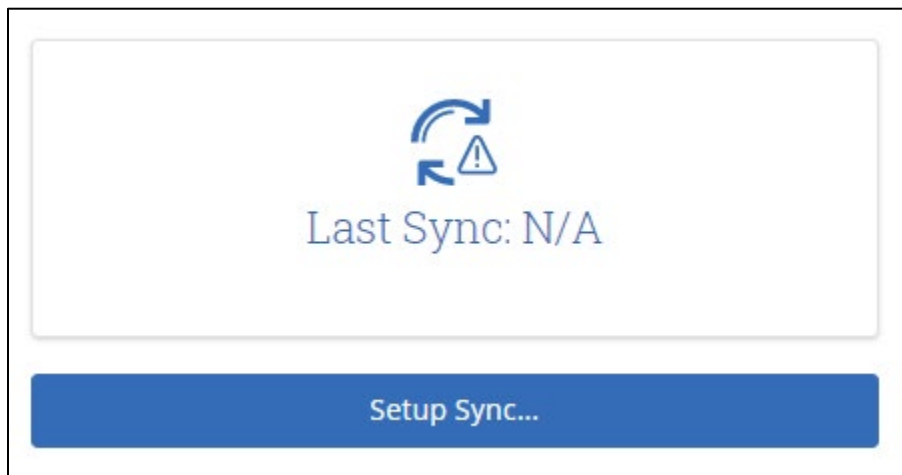
Once the Help Desk completes this, please proceed to next step. [Final Steps for Outlook](#).

Final Steps for Outlook

- A. Login to Navigate. From the homepage, click on the “Calendar” icon in the purple menu to the left.
- B. From here, you will need to click the Settings and Sync button in the upper right corner.



- C. Click on Setup Sync.



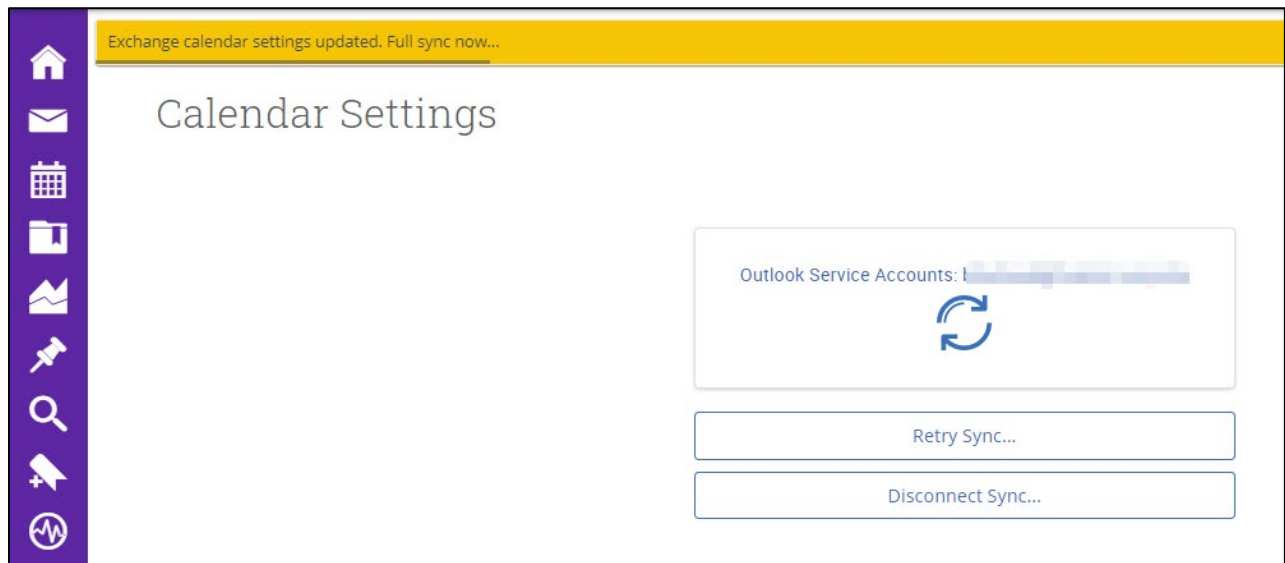
- D. Choose Microsoft Outlook.

E. Choose Outlook Service Accounts.

Note: Ignore if shown “Will be deprecated in 2020”. It doesn’t apply to our configuration.

F. You should then see orange ribbon appear “Exchange calendar settings updated. Full sync now...”.
(pictured below)

G. Navigate will begin to sync data. You can leave this page if desired but please allow up to 5 minutes for the data to fully sync.

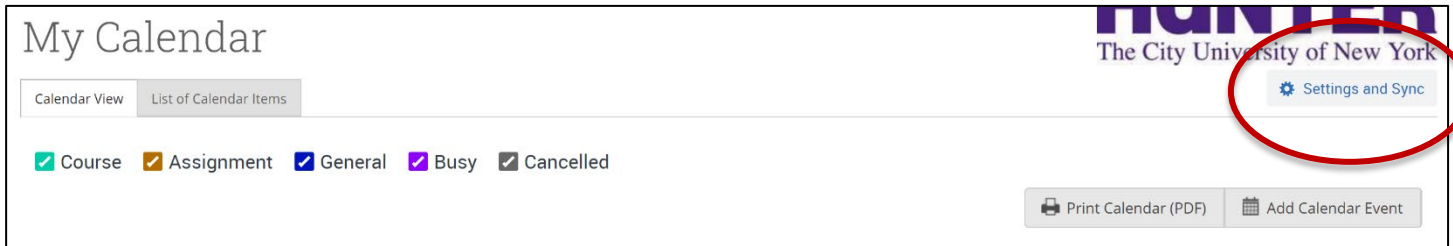


Google



A. To begin syncing with Google, login to the platform, and from the advisor homepage, click on the “Calendar” icon in the maroon menu to the left.

B. From here, you will need to click the Settings and Sync button in the upper right corner.



C. Click on Setup Sync.



D. Choose Google Calendar.

- E. You can now sync your calendar by clicking the ‘Connect with Google’ button.
- You will be prompted to complete the sync from your Gmail account confirming your request to sync.
 - Click ‘Allow’
 - You will then be relocated back to SSC Campus
 - Click on the drop down for ‘Calendar for Two-Way Sync’ and select your Gmail address.
 - Click on the drop down for ‘Calendars for Free-Busy Sync’ and select your Gmail address.
 - Finally, Click the ‘Save and Update’ button