Instructions for Navigate Outlook Calendar Sync at TAMU

Step One: Perform Calendar Integration within Navigate

1. Log into Navigate via your Howdy Portal. Select the Calendar Icon within the left hand menu bar.

2. On the My Calendar page, click the Settings and Sync box on the right hand side.

3. Click Choose “Setup Sync”.

EAB works best with Microsoft Outlook and are only able to troubleshoot with Outlook.

5. Sign into your Microsoft account with your NetID and Password.

6. Give your calendar time to sync and check back. If it never syncs please email navigate@tamu.edu for help.