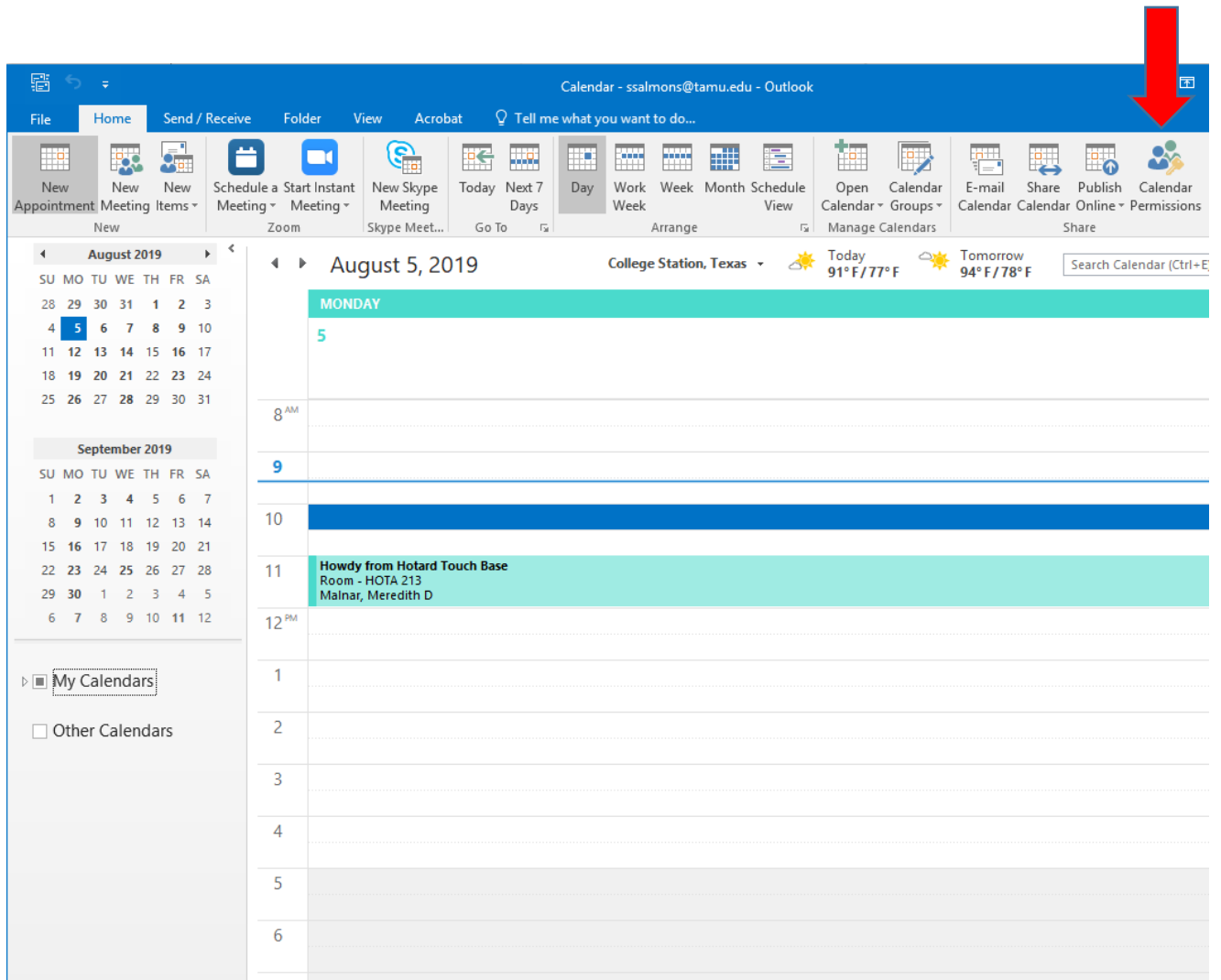


Instructions for Navigate Exchange Calendar Sync at TAMU

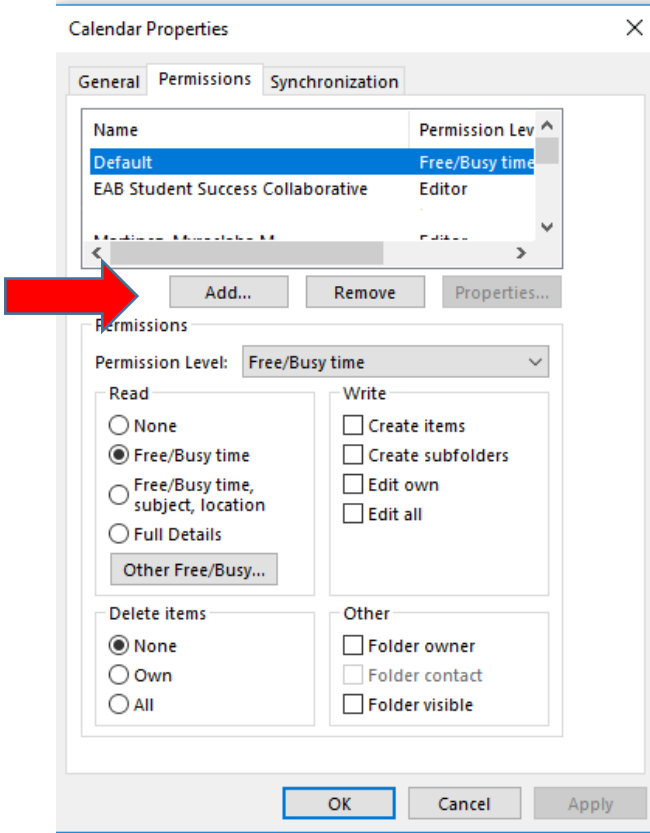
Step One: Give service account access to your calendar.

- 1. Within your Outlook, select calendar, then from the toolbar select calendar permissions.**

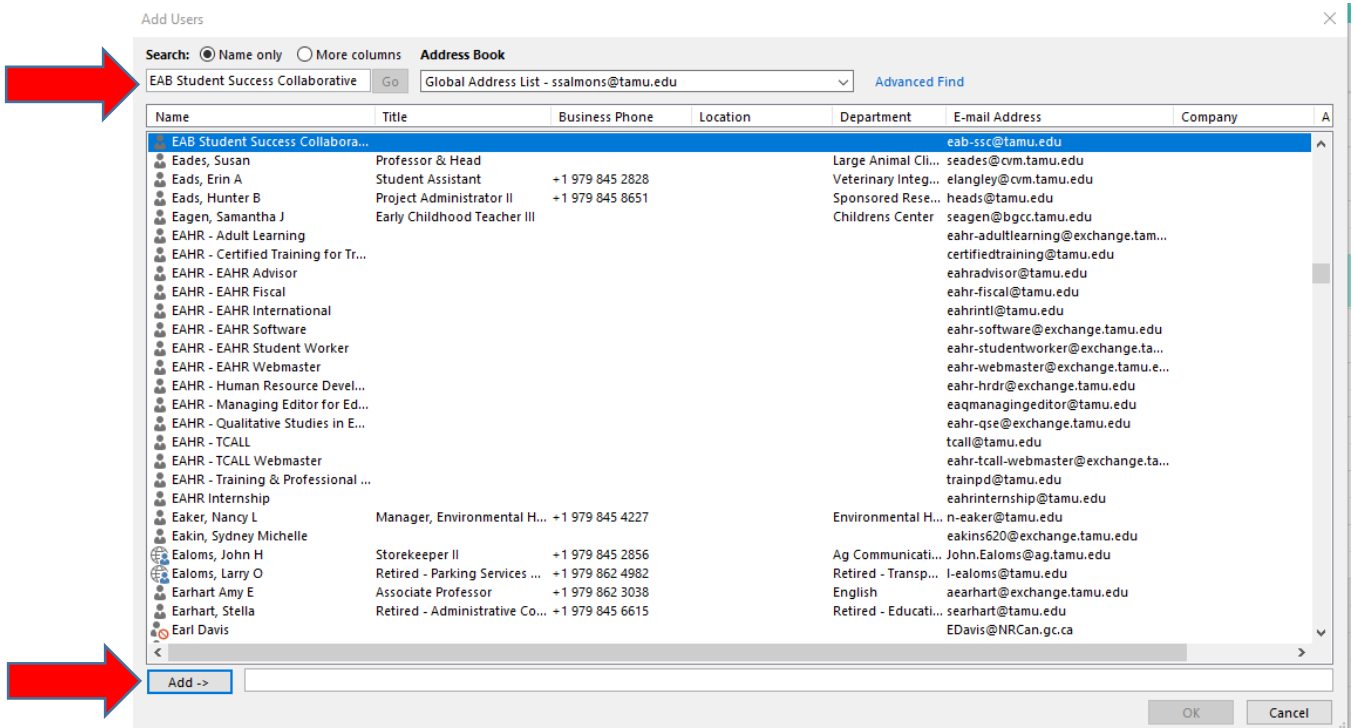


The screenshot shows the Outlook calendar interface for the account 'ssalmons@tamu.edu'. The top ribbon includes tabs for 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Acrobat'. The 'Home' tab is active, displaying various calendar-related actions such as 'New Appointment', 'New Meeting Items', 'Schedule a Meeting', 'Start Instant Meeting', 'New Skype Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar Online', and 'Calendar Permissions'. A red arrow points to the 'Calendar Permissions' button in the top right corner of the ribbon. Below the ribbon, the calendar view shows the month of August 2019 on the left and a detailed view for Monday, August 5, 2019, on the right. The detailed view shows a meeting titled 'Howdy from Hotard Touch Base' at 11 AM in Room - HOTA 213, with the organizer Malnar, Meredith D. The bottom left of the interface shows 'My Calendars' and 'Other Calendars' options.

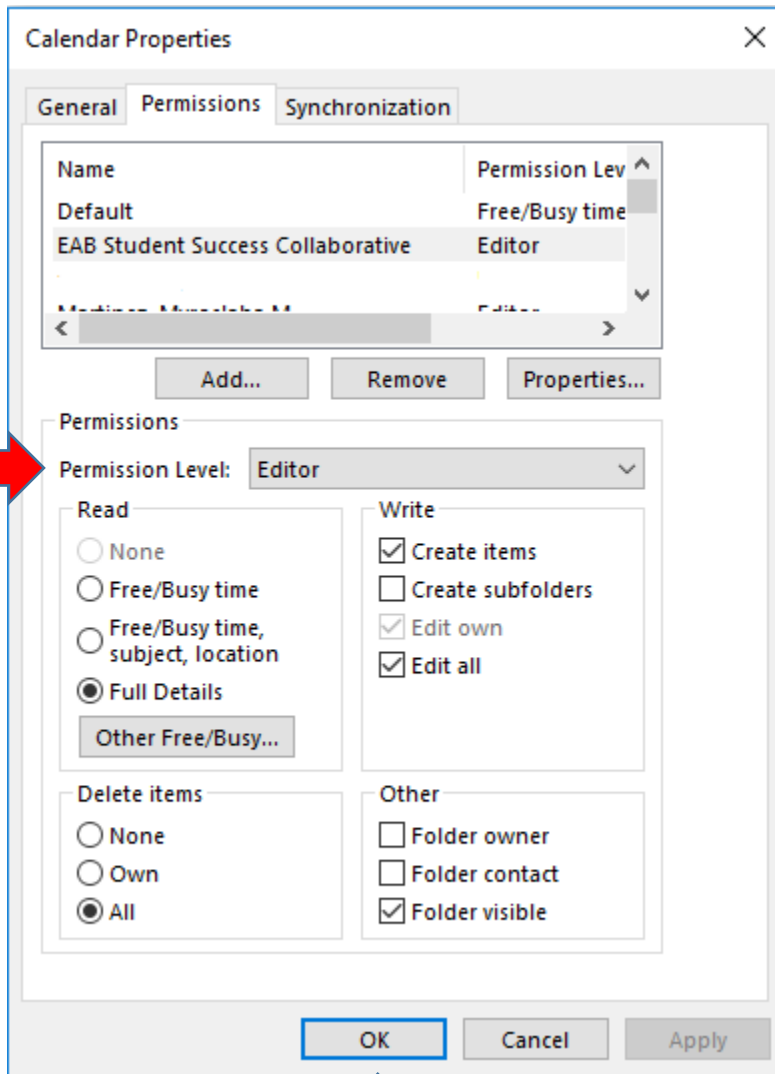
2. The following pop up window will appear. Select Add.



3. The following pop up window will appear. Within the Search field, type in EAB Student Success Collaborative. Then select Add and OK.



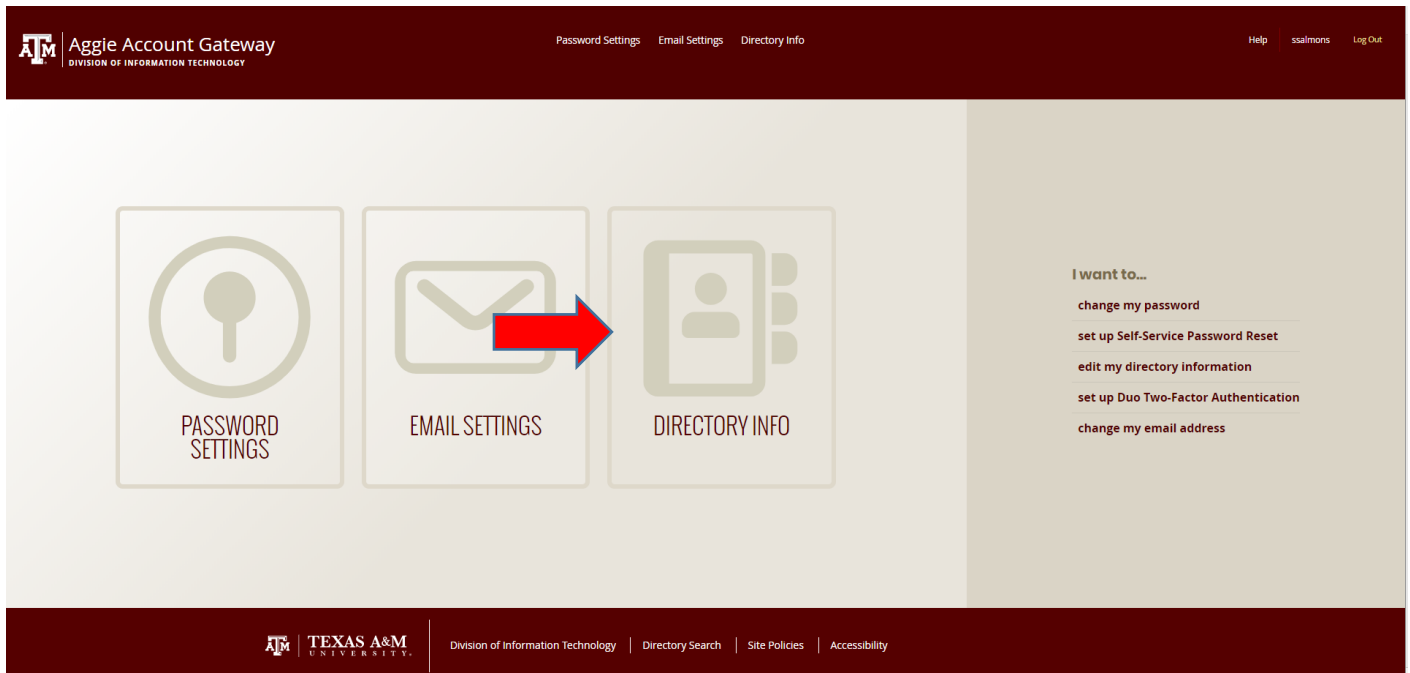
4. Select Permission Level: drop down to **EDITOR**.



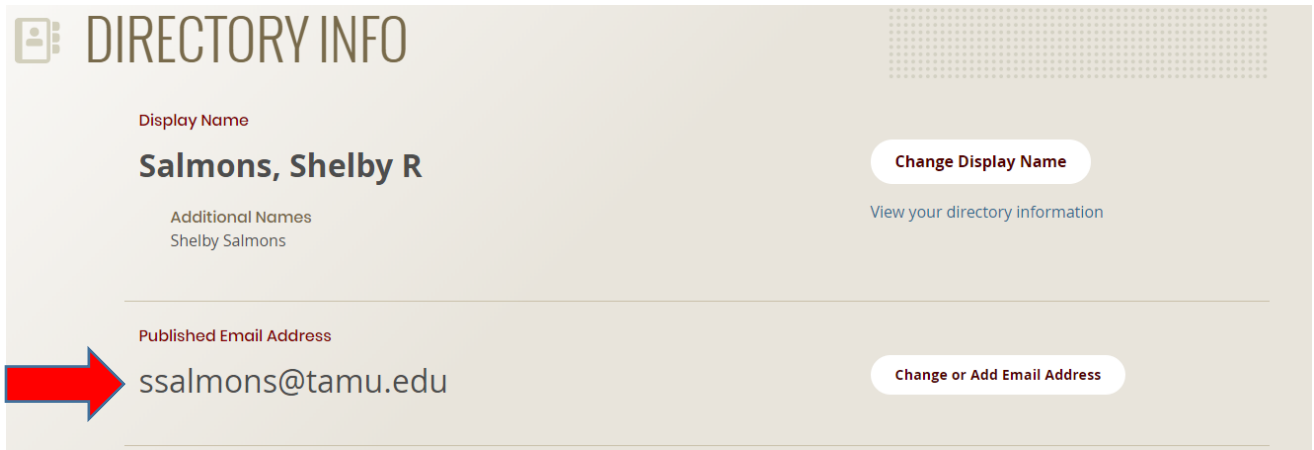
Click Apply, Click OK.

Step Two: Forward your published email to your TAMU Exchange Mailbox.

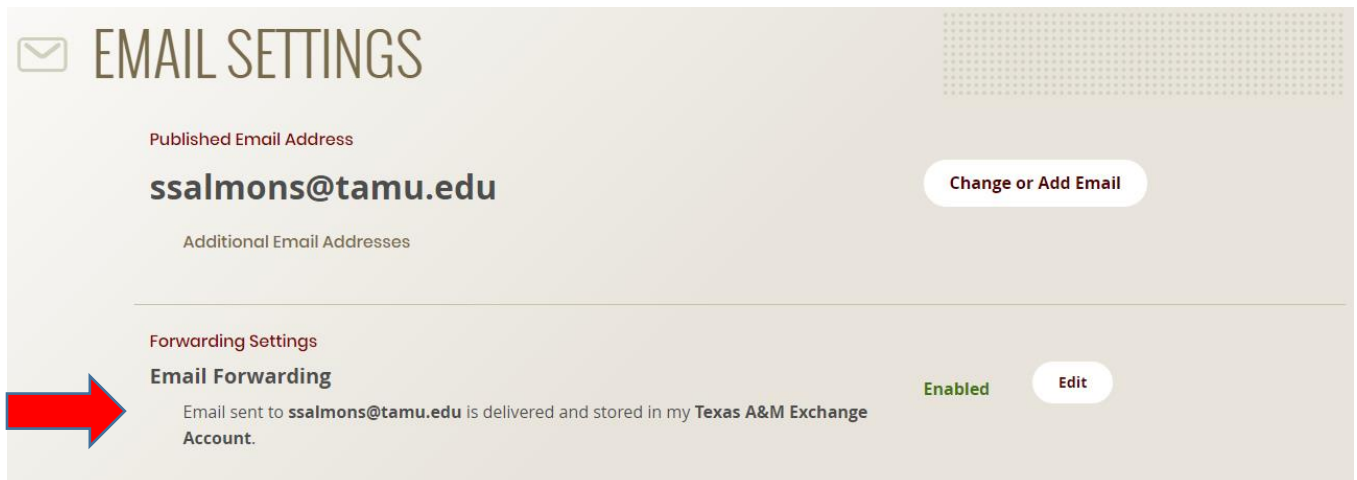
1. Log into gateway.tamu.edu and select Directory Info.



2. On the Directory Info settings, the published email should be your netid@tamu.edu address.



3. Click Email Settings. In the Forwarding Settings, make sure your TAMU email is forwarding to your Exchange Account. Your settings should look like the screenshot below.



EMAIL SETTINGS

Published Email Address
ssalmons@tamu.edu [Change or Add Email](#)

Additional Email Addresses

Forwarding Settings
Email Forwarding Enabled [Edit](#)

Email sent to **ssalmons@tamu.edu** is delivered and stored in my Texas A&M Exchange Account.

Click Edit in Forward Settings to check the following settings are selected:

- Sent to and Stored in my Texas A&M Exchange Mailbox
- My published email address

FORWARDING SETTINGS

Email Forwarding

Enabled

I want email sent to **ssalmons@tamu.edu**

- Returned to sender
- Sent to and stored in my Texas A&M Exchange mailbox

When I send and reply to emails, this address should be displayed:

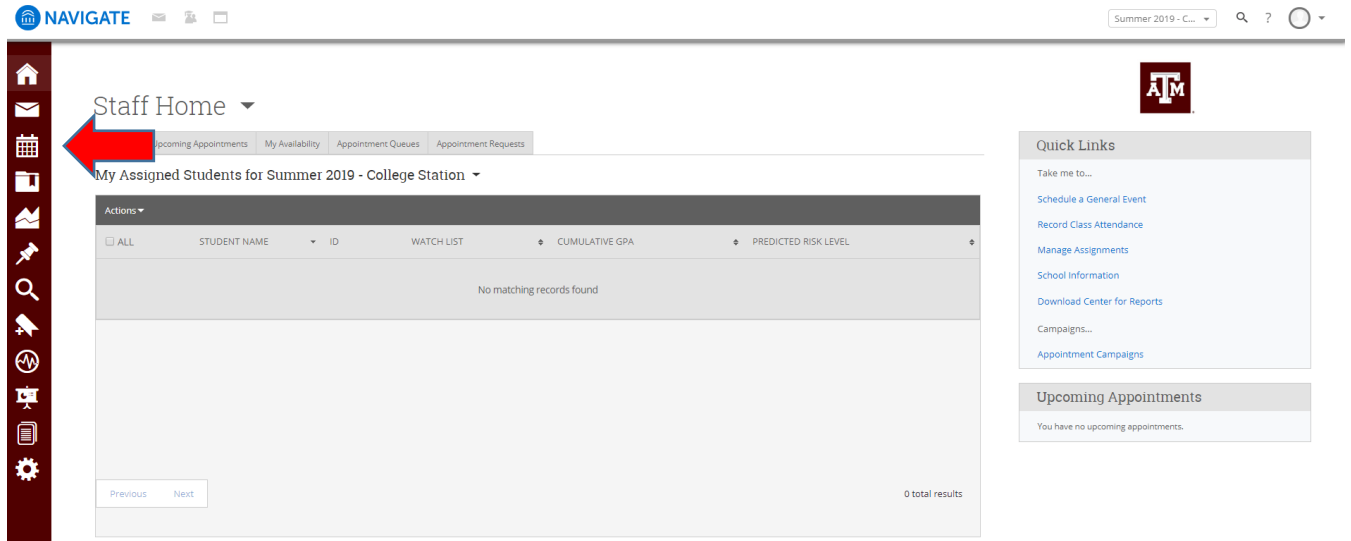
- My published email address
- The default service email address

Sent to and stored in my Texas A&M Gmail mailbox

Forwarded to

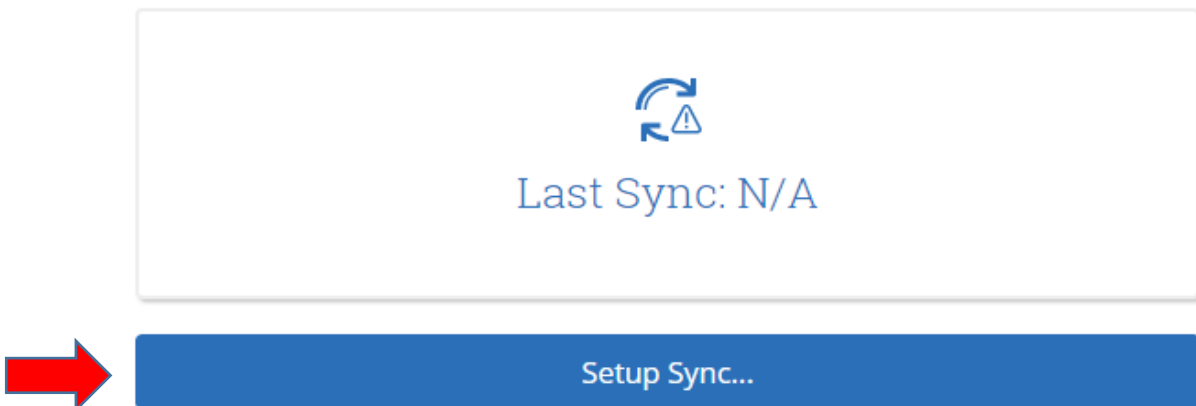
Step Three: Perform Calendar Integration within Navigate

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



The screenshot shows the Navigate Staff Home interface. On the left, a vertical menu bar contains various icons, with a red arrow pointing to the calendar icon. The main content area displays 'Staff Home' and 'My Assigned Students for Summer 2019 - College Station'. Below this is a table with columns for 'STUDENT NAME', 'ID', 'WATCH LIST', 'CUMULATIVE GPA', and 'PREDICTED RISK LEVEL'. The table is currently empty, showing 'No matching records found'. On the right, there are sections for 'Quick Links' and 'Upcoming Appointments'.

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



The image shows a sync status box with a circular refresh icon and a warning triangle. Below the icon, the text reads 'Last Sync: N/A'. At the bottom of the box is a blue button labeled 'Setup Sync...'. A red arrow points to the button.

4. Choose Microsoft Outlook.

Please Choose Your Calendar Application:

Microsoft Outlook
Google Calendar
Other Applications
Go back...

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

5. Click Outlook Service Accounts. Your calendar should sync and if it does not, please email navigate@tamu.edu to ask for a reset.

Outlook Service Accounts Will be deprecated in 2020.
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