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.
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.

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
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.

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

   *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](mailto:navigate@tamu.edu) to ask for a reset.

   *Outlook Service Accounts
   Will be deprecated in 2020.*