# NAVIGATE

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# Syncing Your Google Calendar to Navigate

**Help Center Manager**
9 days ago · Updated

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**What:** Calendar sync is a way to make sure Navigate appointments are shown on your professional calendar and constraints on your professional calendar are reflected in the Navigate platform.

**Where:**  Calendar sync configurations are on the **Calendar** page, which is accessible by clicking the calendar icon in the left-hand navigation bar, and then clicking **Settings and Sync**.

**Who:**  Calendar syncing provides **staff** and **faculty** with the ability to sync their professional calendars with the Navigate calendar.

**Conditions:**  Access to calendar syncing is permission-based.

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# Feature Overview

> **Warning!** Only sync your calendar in the live platform and not in your training platform. Sync only one professional calendar with Navigate.

We strongly recommend syncing your calendar to the Navigate platform so that appointments can flow between your Navigate calendar and professional calendar, blocking off that time and preventing double booking.

To set up Calendar Sync, open **My Calendar** and select the **Settings and Sync** button.



The **Calendar Settings** page opens. If you have not yet set up a sync, you see the image below.
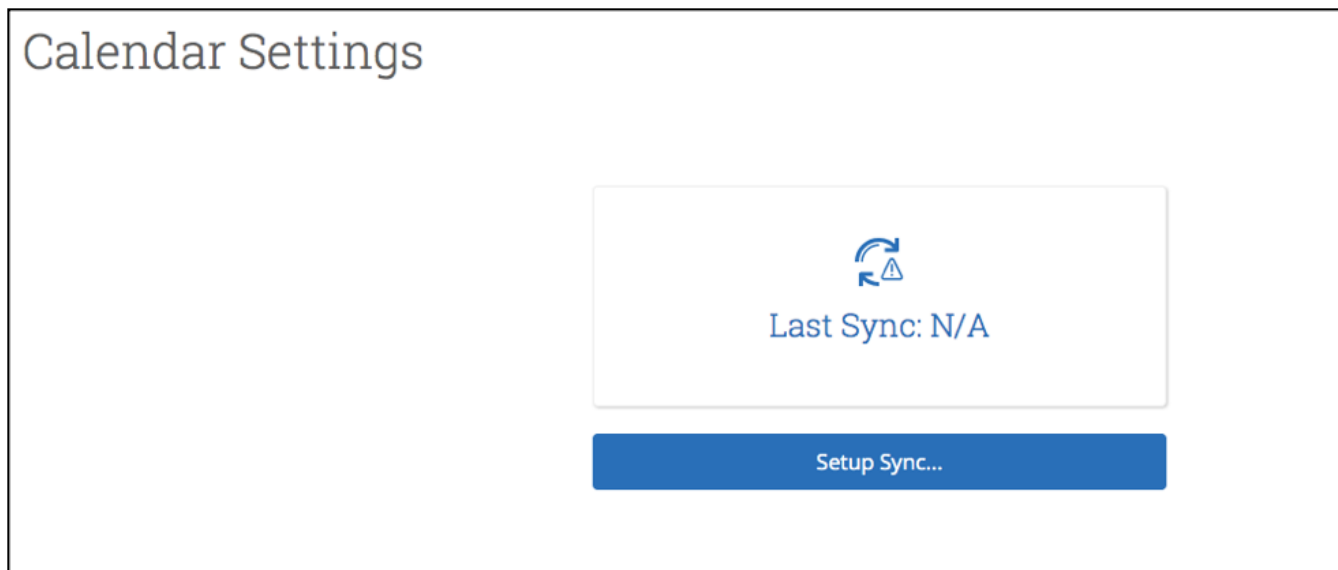


Click **Setup Sync**. The **Calendar Settings: Setup** page opens.

You have 4 ways of syncing your calendar. This article explains how to sync a Google Calendar with Navigate.

# Syncing with Google Calendar

Select **Google Calendar** from the list of options.

Calendar Settings: Setup

Please Choose Your Calendar Application:

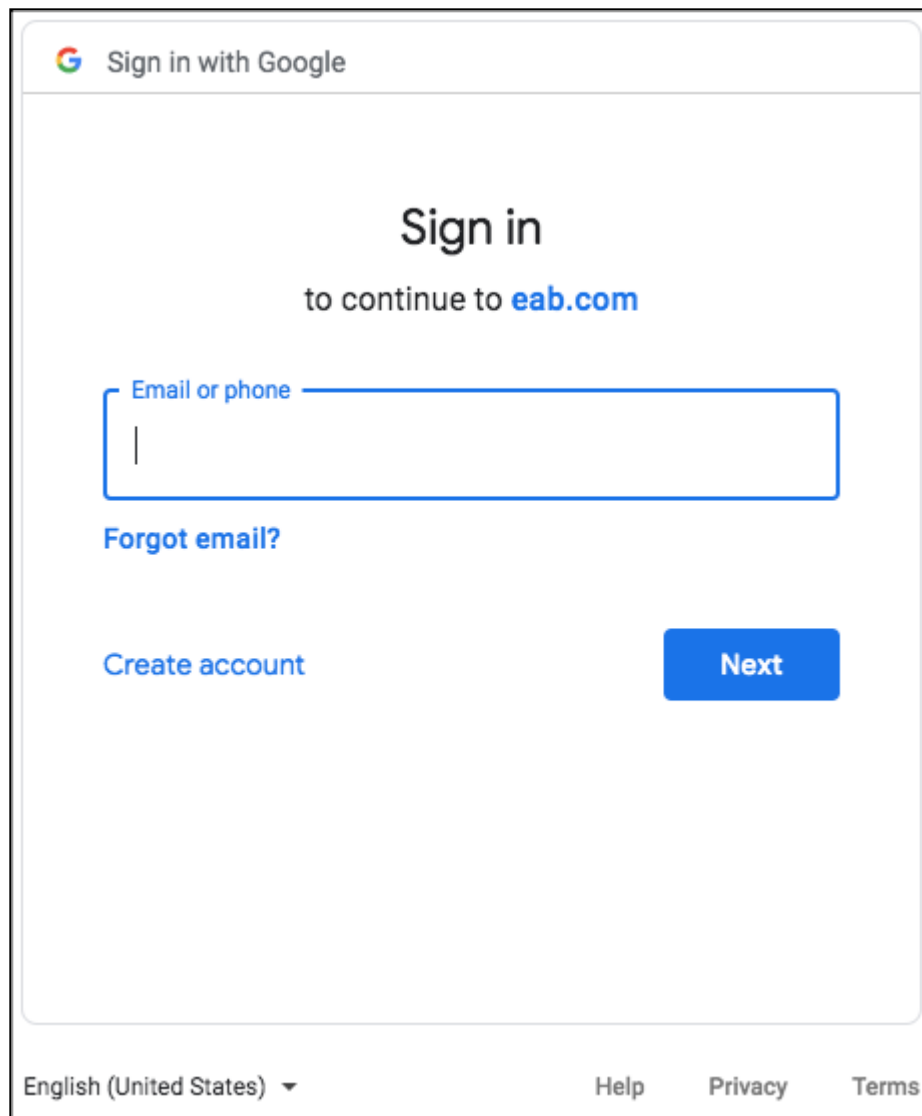ℹ  Your school prefers to use Office 365 sync.        Use Office 365...    ✕

Microsoft Outlook

Google Calendar

Other Applications

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A Google sign-in page opens.
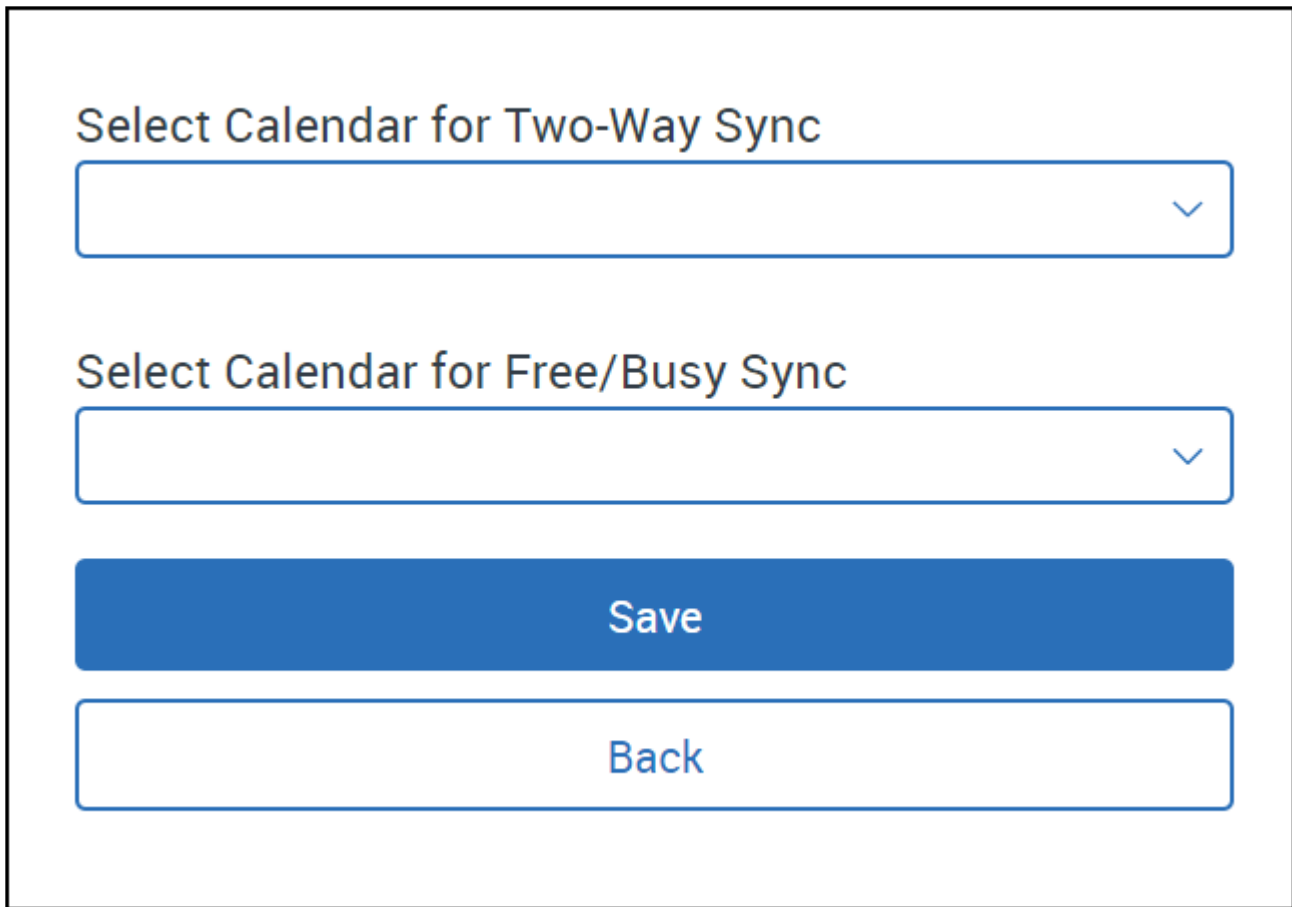
Enter your email and password to complete the sync setup.

After entering your credentials, you are redirected back to the Navigate Calendar page, and prompted to finish setting up your calendar. Choose **one** (not both) of the following options:

- **Select Calendar for Two-Way Sync (Recommended Option):** All calendar items sync back and forth between your Navigate calendar and your professional calendar (i.e., Navigate calendar ↔ professional calendar). Events from your professional calendar will display as **Busy** in your Navigate calendar. Limited details from Navigate will display in your professional calendar.
- **Select Calendar for Free/Busy Sync:** Choose this option if you only want events from your professional calendar to display as **Busy** on your Navigate calendar (i.e., professional calendar ↔ Navigate calendar).
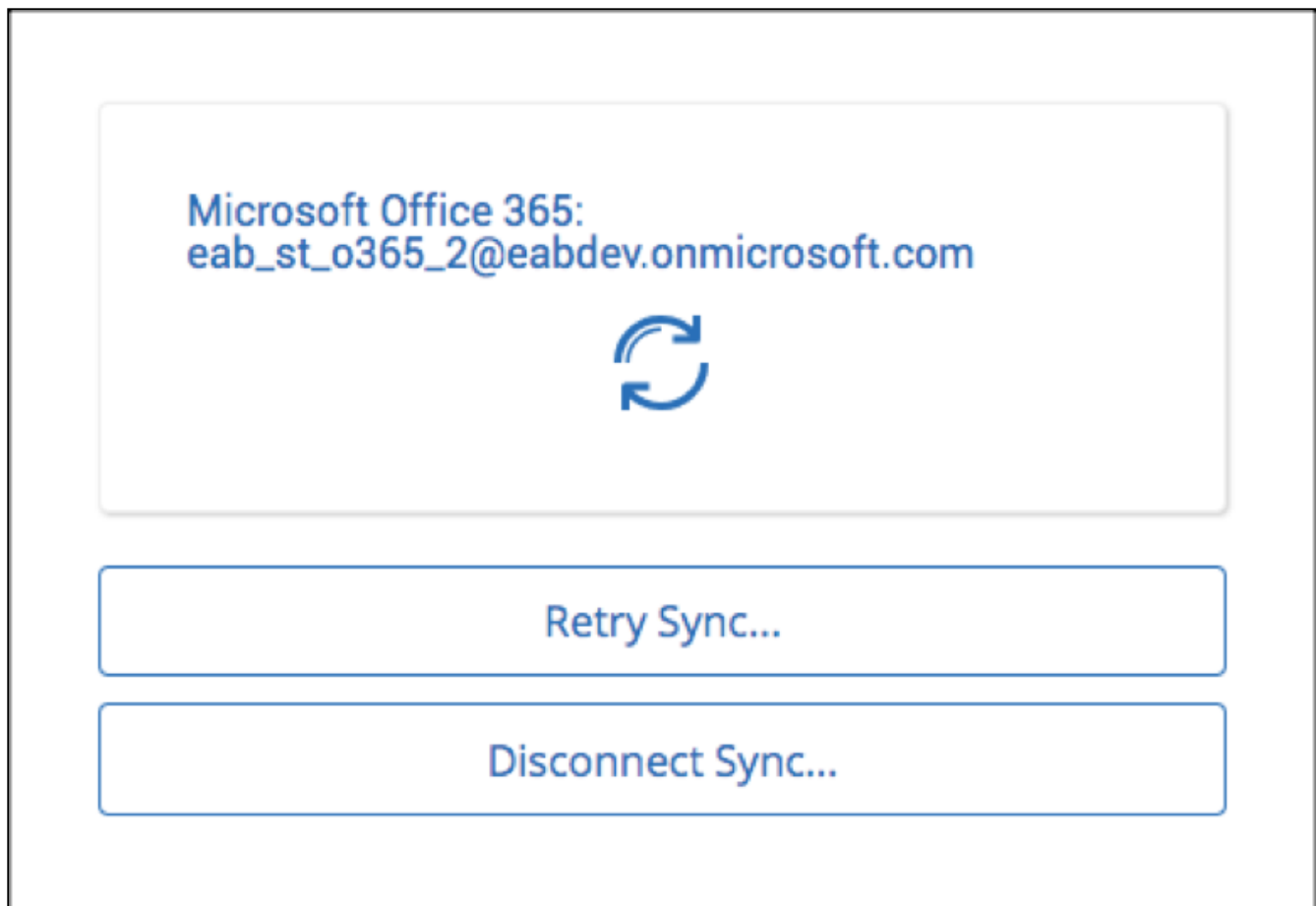
After selecting the appropriate calendar, click **Save.** Your sync is complete, with information about the sync on display.

## Sync Options

After setting up your sync, you should see something like this when you open your **Settings and Sync** page in Navigate.

You have two options listed under the sync to help you troubleshoot when your calendars are not syncing, if your email address has changed, etc.

**Retry Sync** lets users reconnect to the Navigate servers if calendars are not syncing.

**Disconnect Sync** lets a user disconnect their personal calendar from Navigate. Users might do this if they leave the institution or have changed their email address. Disconnecting your calendar takes about 30 minutes to finish so your user may still see Navigate items on their calendar for a short time.

> **Note.** Events synced are limited to 3 months in the past and 6 months in the future. You may notice that the events sync until Google stops them (approximately two years).

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## Comments

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Linda Herndon

A student disconnected from Google, but now isn't able to reconnect to another type of calendar. Can you provide some assistance. Thanks so much.

Linda Herndon. Benedictine College.

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