

SYNCING EAB NAVIGATE WITH YOUR OUTLOOK CALENDAR

NAVIGATE AND YOUR ROLE

This training will help you learn how to:

- Log in to Navigate
- Sync your Outlook calendar

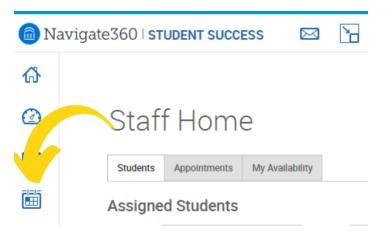
LOGGING IN TO NAVIGATE

- 1. Navigate to <u>https://xavier.campus.eab.com/home</u> or select Navigate from the list of options on the Employee Hub
- 2. Enter your Xavier username and password

	EMPLOYEE HUB	
Banner Self-Service Self-service administrative tasks Self-Service →	Email Sign in to your Xavier email account Xavier Email →	Canvas Access course materials online Access Canvas →
		🔂 Customize Hub Lini
Academic	Administrative	Systems
 Carivas → Library → Academic Calendar → Faculty → Report a Student Concern	Email → Directory → Human Resources → THelp → Finance and Administration → Guides and Policies → Forms → Safety →	• Banner Self-Service → • All Systems → • Kanage Password → • EAB (Navigate) → • eAccounts → • Interfolio → • NeXus (SharePoint) → • XU Alert Me →

SYNCING YOUR OUTLOOK CALENDAR

1. Select the calendar icon from the left navigation panel



2. Select "Settings and Sync"



- 3. Select "setup sync" and select "Microsoft 360"
- 4. You will then be directed to log into Microsoft 360 to complete the sync.