



SYNCING EAB NAVIGATE WITH YOUR OUTLOOK CALENDAR

NAVIGATE AND YOUR ROLE

This training will help you learn how to:

- Log in to Navigate
- Set up your availability

LOGGING IN TO NAVIGATE

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

SETTING UP YOUR AVAILABILITY

You will need to set up your availability before you set up y This allows you to have more control over your appointments.

From your home screen in Navigate, click on the “My Availability” tab

Staff Home

Students | Appointments | My Availability

Assigned Students

List Type: Assigned Students Term: Fall Semester 2023 (De... Relationship Type: All Relationship Types

Actions

I want to...

[Issue an Alert/Kudos](#)

Quick Links

NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORY
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Staff Home

Students | Appointments | My Availability

Available Times

Actions

DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
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Click on "Add Time"

Staff Home

- Students
- Appointments
- My Availability

Available Times

Actions ▾

- Add Time
- Copy Time
- Delete Time

TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
No available times have been listed. To add a time, click the "Add Time" button.						

** All times listed are in Eastern Time (US & Canada)*

You will then see this box:

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?
Please select a duration

Add to your personal availability link?
 Add this availability to your personal availability link?

What type of availability is this?
Appointments Drop-ins Campaigns

Meeting Type
Please select Meeting Types

Care Unit
Please select a care unit

Location
Please select a location

Cancel Save

Now it's time to start adding your personal availability. For this training purpose, we are going to set up availability for an academic advising campaign.

- You can sync your availability with your Outlook calendar
- When students make an appointment, it will show up on your Outlook calendar

WHEN ARE YOU AVAILABLE TO MEET?

Start by selecting the day(s) you are available. *(If you have the same availability for multiple days, you can select all those days at the same time.)*

FROM AND TO

List the time (From and To) you will be available.

HOW LONG IS THIS AVAILABILITY ACTIVE?

Select the date range of your appointment campaign.

ADD TO YOUR PERSONAL AVAILABILITY LINK?

If you want to include an availability link in your email signature and you want any student to be able to use the link to make an appointment during the availability you are creating, you would want to select this. For the purpose of this training, we will leave this box unchecked to indicate we only want the recipients of this campaign to be able to utilize this time.

WHAT TYPE OF AVAILABILITY IS THIS?

How do you want to use this time? For this training, we will select *Campaigns*.

MEETING TYPE

Do you want to meet in person or virtual? You can add both options if you prefer.

CARE UNIT

Use the drop down to select your care unit. For this training, we will select *Academic Advising*.

LOCATION

Where will you be located for these appointments? (You must select a care unit before the options in this drop down will appear.) For this training, we will select *Student Success Center*.

SERVICES

Options in this box will be based on your previous selections. For this training, we will select *Advising*.

URL/PHONE NUMBER

If you are providing a virtual option, you can add your phone number or video link here.

SPECIAL INSTRUCTIONS FOR STUDENT

Use this space to share any special instructions you want the student to know. Do they need to bring anything with them? Do you want to provide directions to your office location?

WILL YOU BE MEETING WITH MULTIPLE STUDENTS?

If you plan to meet with multiple students at the same time (i.e. group advising), you will want to select a maximum number. For this training, we will select *1*.

You can now save your availability and go back and repeat the process if you have different availability for different days.

ADD AVAILABILITY



When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From To

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

Care Unit

Location

Cancel

Save