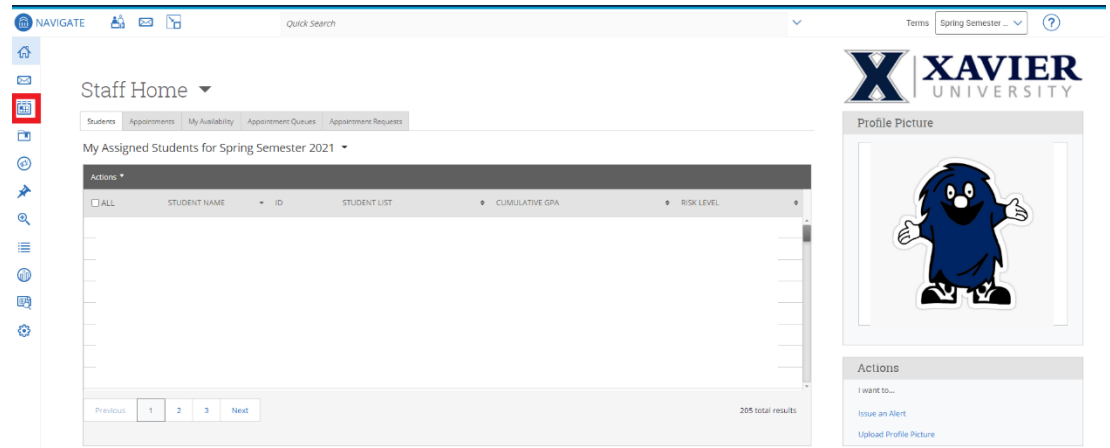


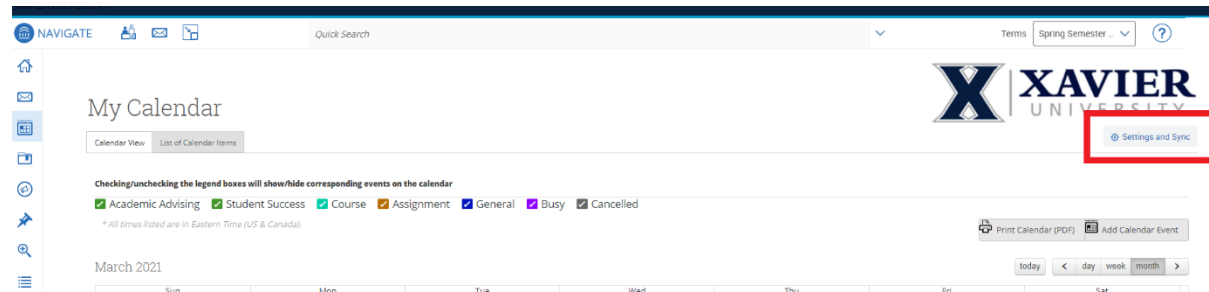
SYNCING EAB NAVIGATE WITH YOUR OUTLOOK CALENDAR

You will need to sync your calendar the first time you use the EAB Navigate system. It will stay synced for future semesters and you will not need to do this step again.

STEP 1: After logging in at <https://xavier.edu/advising>, click on the **calendar** icon on the left side navigation panel.



STEP 2: On the My Calendar page you will click on the **Settings and Sync** button under the Xavier logo on the right hand side.



STEP 3: Sync your calendar using the **Microsoft Office 365** Option. It may take a few minutes for the sync to complete.

