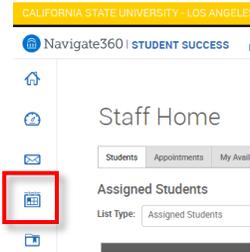
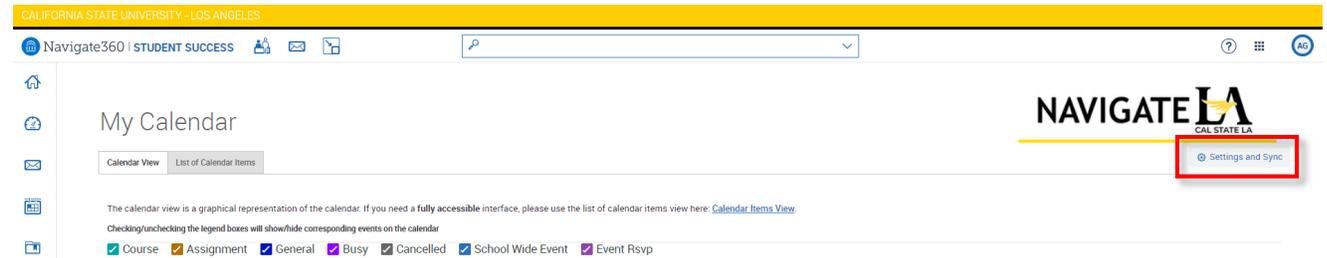


Updated: 10/01/2024

1. Log into Navigate LA.
2. Click on the Calendar icon.



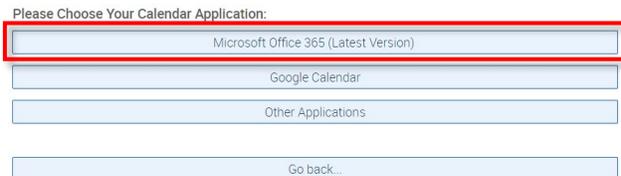
3. Click on **Settings and Sync**.



4. Click on **Setup Sync**.



5. Select **Microsoft Office 365 (Latest Version)**



6. You will be redirected to the Microsoft login.
7. Sign in with our Outlook credentials.
8. **Accept** the requested permissions.
9. The sync process may take up to 30 minutes.
10. Successful Sync:

- o Click on the Calendar Icon again and view the calendar. "Busy" items are pulled from your Outlook Calendar.



- o Click on **Settings and Sync** again, and "Last Sync" will include a date and time.

