



XAVIER UNIVERSITY STUDENT SUCCESS CENTER

SYNCING EAB NAVIGATE WITH YOUR OUTLOOK CALENDAR

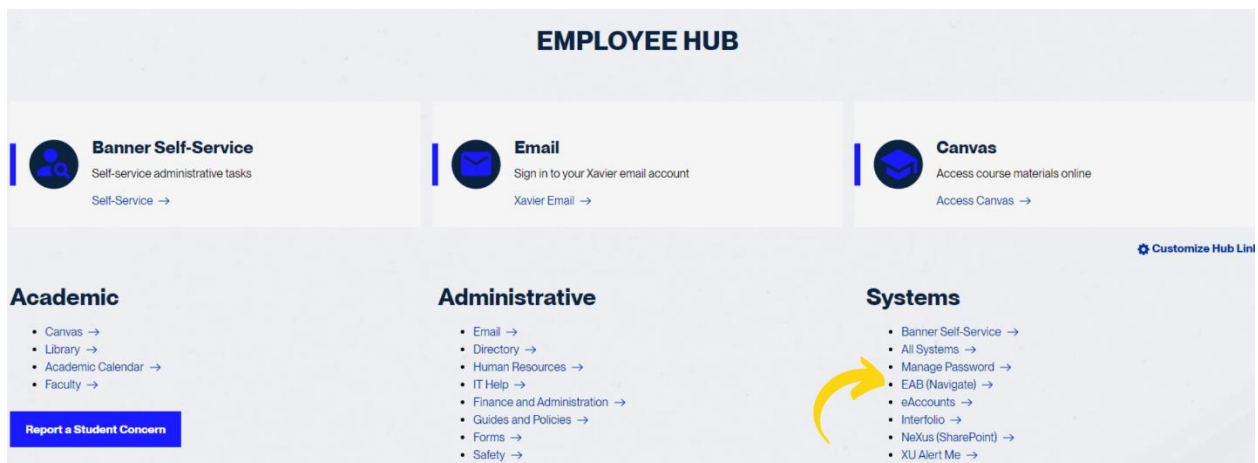
NAVIGATE AND YOUR ROLE

This training will help you learn how to:

- Log in to Navigate
- Sync your Outlook calendar

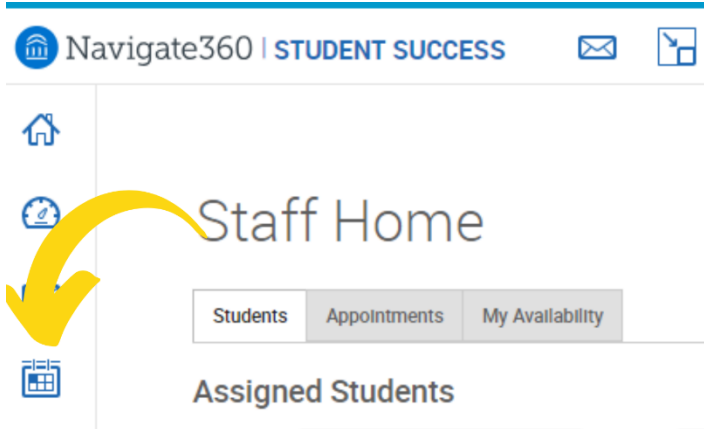
LOGGING IN TO NAVIGATE

1. Navigate to <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



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.