

My Calendar

Calendar View | List of Calendar Items

[Settings and Sync](#)

Course Assignment General Busy Cancelled

[Print Calendar \(PDF\)](#)

[Add Calendar Event](#)

January 2020

today < day week month >

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|--|--|------------------------------------|--|--|-----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| | 8:30am Busy 9:30am Busy 12pm Busy 3:30pm Busy | 8:30am Busy 9:30am Busy 12pm Busy 3:30pm Busy | 10am Busy 12pm Busy | 8:30am Busy 10am Busy 12pm Busy 3:30pm Busy | 8:30am Busy 8:30am Busy 9am Busy 12pm Busy 3:30pm Busy | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 8:30am Busy 9am Busy 12pm Busy | 8:30am Busy 9:30am Busy 11am Busy | 9am Busy 11am Busy 12pm Busy | 8:30am Busy 9:30am Busy 12pm Busy | 8:30am Busy 10am Busy 12pm Busy | |

On the lefthand red menu, click on the calendar icon, and it will bring you to this screen. In the upper righthand corner you will find the link for settings and sync. You can only sync with one calendar, although you can choose Microsoft Office or Google.

Sync will work both ways – any thing you add to your personal calendar will appear in Navigate. And if you choose to schedule appointments in Navigate they will show up on your personal calendar. However, the time in your personal calendar must be open. If you normally hold time in your personal calendar for appointments, you'll have to leave it open in order to have that time be available in Navigate.