Synchronize your Outlook Calendar with EAB Navigate Calendar

Note: This is a one-time activity

1. Log into the Navigate Site using your CUNYfirst credentials
   https://qc-cuny.campus.eab.com/

CUNYfirst User id = **firstname.lastnameXX** where XX represents the last two digits of your CUNY ID number
Password = your CUNYfirst password

Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the CUNY Acceptable Use of University Data in the Cloud policy.

Username
   firstname.lastnameXX

Password
   ********

Login

Once logged in, a page similar to the one below will open.
2. Click on the **calendar icon** on the left menu
3. A calendar page will appear. Click on Settings and Sync in upper right.

4. Click on the Setup Sync button. Note that although this is intended as a one-time activity, you can “re-sync” if needed.
5. Select **Microsoft Outlook** (for Staff, syncing with the College’s Official Email/Calendaring application is required).

6. You may see a warning message about **Outlook Service Accounts** being “deprecated.” EAB has informed us that this will not affect Queens College so you can ignore the message, click the Outlook Service Accounts button and continue.
7. When the syncing is complete, you will see confirmation with the current date and time as below.

8. Click on the calendar icon on the left menu and you should see your appointments load as “Busy”.