

## 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://gc-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

Password

Once logged in, a page similar to the one below will open.

NAVIGATE 2019 Fall Term

### Staff Home

Students | Upcoming Appointments | My Availability | Appointment Queues | Appointment Requests

#### My Assigned Students for 2019 Fall Term

Actions	STUDENT NAME	ID	WATCH LIST	CUMULATIVE GPA
No matching records found				

Previous Next 0 total results

**Actions**  
I want to...  
[Issue an Alert](#)

**Quick Links**  
Take me to...  
[School Information](#)  
[Download Center for Reports](#)  
Campaigns...  
[Appointment Campaigns](#)

**Upcoming Appointments**  
You have no upcoming appointments.

2. Click on the **calendar icon** on the left menu

NAVIGATE

### Staff Home

Calendar | Upcoming Appointments | My Availability | Appointment Queues | Appointment Requests

#### My Assigned Students for 2019 Fall Term

Actions	STUDENT NAME	ID	WATCH LIST	CUMULATIVE GPA
No matching records found				

Previous Next 0 total results



3. A calendar page will appear. Click on Settings and Sync in upper right.

My Calendar

Calendar View List of Calendar Items

Settings and Sync

Course Assignment General Busy Cancelled

Print Calendar (PDF) Add Calendar Event

September 2019

today day week month

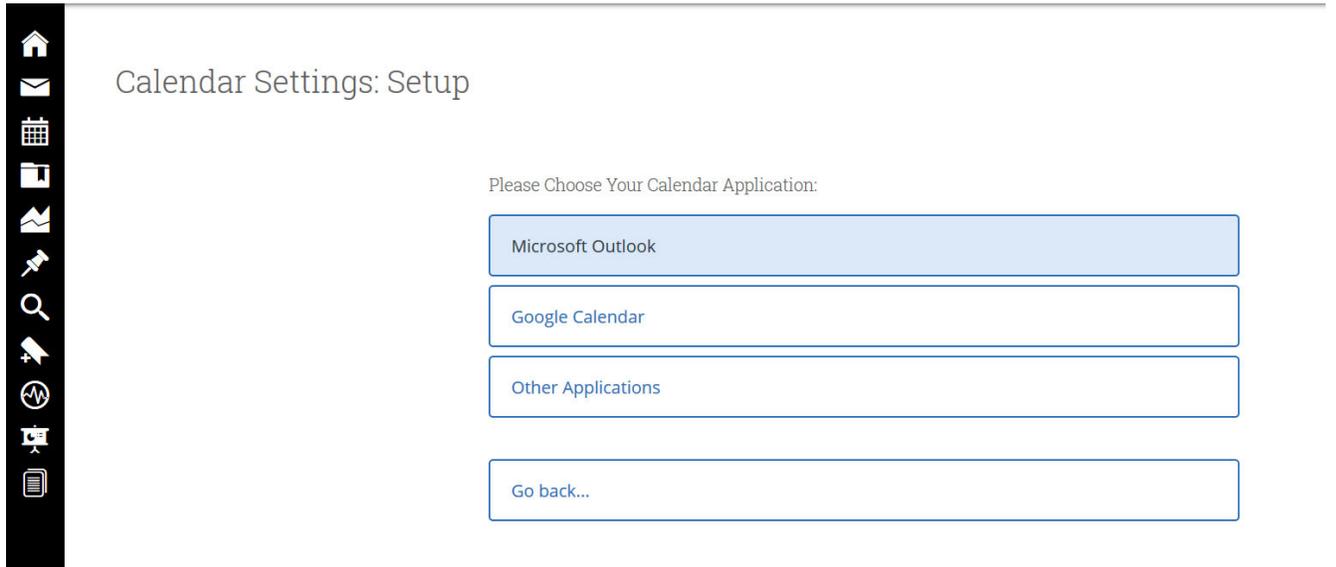
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14

4. Click on the Setup Sync button. Note that although this is intended as a one-time activity, you can “re-sync” if needed.

Last Sync: N/A

Setup Sync...

5. Select **Microsoft Outlook** (for Staff, syncing with the College's Official Email/Calendar application is required).



Calendar Settings: Setup

Please Choose Your Calendar Application:

- Microsoft Outlook
- Google Calendar
- Other Applications
- Go back...

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.

## Calendar Settings: Setup



Choose Sync For Microsoft Outlook:

- Outlook Service Accounts  
Will be deprecated in 2020.
- Go back...

- When the syncing is complete, you will see confirmation with the current date and time as below.

## Calendar Settings



Outlook Service Accounts: [clittman@qc.cuny.edu](mailto:clittman@qc.cuny.edu)

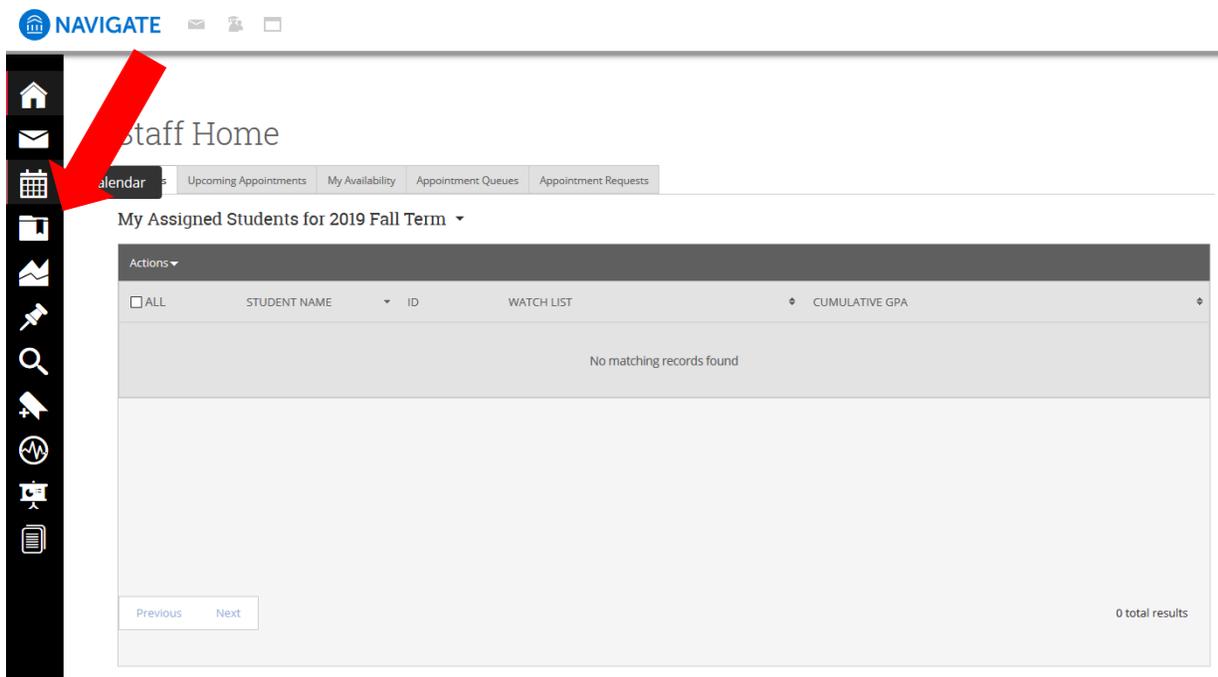


Last Sync: 10/28/2019 At 07:22 PM

[Retry Sync...](#)

[Disconnect Sync...](#)

- Click on the calendar icon on the left menu and you should see your appointments load as "Busy".



NAVIGATE

Staff Home

Calendar | Upcoming Appointments | My Availability | Appointment Queues | Appointment Requests

My Assigned Students for 2019 Fall Term

Actions	STUDENT NAME	ID	WATCH LIST	CUMULATIVE GPA
<input type="checkbox"/> ALL				

No matching records found

Previous Next

0 total results

# My Calendar



Calendar View List of Calendar Items

[Settings and Sync](#)

Course
  Assignment
  General
  Busy
  Cancelled

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

## October 2019

today
 [←](#)
[day](#)
[week](#)
[month](#)
[→](#)

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