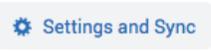


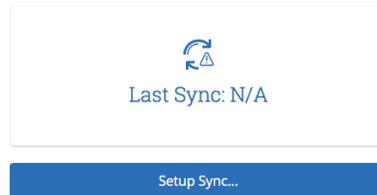
EAB Navigate Resource Guide: How to Sync Outlook with the EAB Calendar

Creating a Sync between your Outlook and EAB Calendars

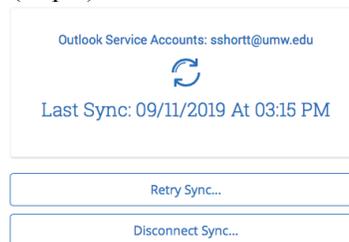
This guide will instruct on how to initiate a calendar sync between the Mary Washington Outlook calendar and the EAB calendar for a given user. Syncing is beneficial as it allows the user to override their listed scheduling availability with a meeting or event placed in Outlook. In other words, syncing gives you the flexibility to establish broad, standard hours that might then be constrained or restricted by your other time commitments.

***In example, if you enter Appointments or Campaign availability for Mondays between 10:30 AM and 1:00 PM but an hour meeting is scheduled on your Outlook calendar at 12:00 PM (noon), then the system would prohibit students from scheduling with you into or during that timeframe.**

1. Login to <https://umw.campus.eab.com> using your UMW single sign-on
2. Click on the **Calendar** icon, , located along the blue bar at the leftmost of the page to access the Calendar interface
3. Select the **Settings and Sync**, , option found at the top right of the page
4. Then choose the **Setup and Sync...** option on the *Calendar Settings* page



5. The sync should initiate. Allow five to ten minutes to ensure your Outlook calendar items flow into EAB Navigate
6. The sync succeeded if:
 - a. The **Setup and Sync...** screen (step 4) confirms success with a date and time of sync



- b. Or, click on the **Calendar** icon (step 2) to view your EAB calendar. Course times will be listed along with any scheduled appointments. Entries listed as “Busy” are pulled from your Outlook calendar and restrict student appointment scheduling

September 2019 today ◀ day

SUN	MON	TUE	WED	THU	FRI
1 12pm Busy	2 9am Busy 9am PSYC-414-01 Seminar- Developmental Psyc 11am Busy 11am PSYC-232-01 Dev Psyc: Adolescent and Adult 12pm PSYC-232-02 Dev Psyc: Adolescent and Adult	3 9:30am Busy 9:30am IDIS-301-01 Sport Psychology 12:47pm General Advising 4pm Busy 6pm Busy	4 9am Busy 9am PSYC-414-01 Seminar- Developmental Psyc 11am Busy 11am PSYC-232-01 Dev Psyc: Adolescent and Adult 12pm PSYC-232-02 Dev Psyc: Adolescent and Adult 1:30pm Busy	5 9:30am Busy 9:30am IDIS-301-01 Sport Psychology 2pm Undeclared with 60+ Credits	6 9am Busy 9am PSYC-414-01 Seminar- Developmental Psyc 11am Busy 11am PSYC-232-01 Dev Psyc: Adolescent and Adult 12pm PSYC-232-02 Dev Psyc: Adolescent and Adult