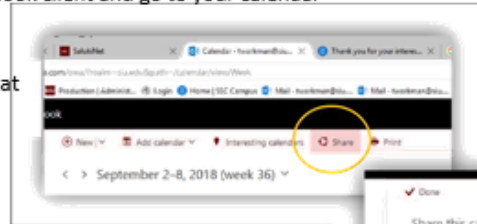


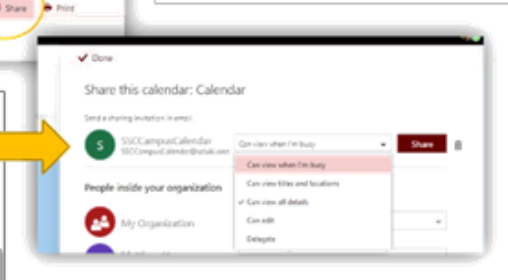
1. Open your Microsoft Outlook client and go to your calendar

2. Click on the Share icon at the top of the calendar

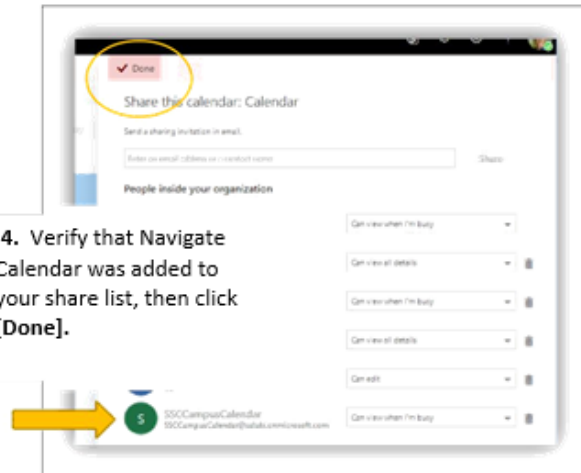


3. Type **Navigate Calendar** in the field, then choose the level of access from the drop down menu, click **[Share]**.

Recommend: "Can view when I'm busy"



4. Verify that **Navigate Calendar** was added to your share list, then click **[Done]**.



5. Open **Navigate** and verify that your calendar has been synced.

Appointments that you have on your Outlook calendar will show as "Busy" only.

Now you can begin to setup your appointment availability in **Navigate**

