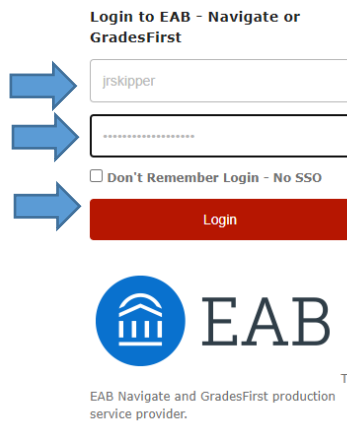


# Students: Calendar Sync

## Calendar sync in Nanook Navigator (EAB Navigate)

### How to log into Nanook Navigator

1. Click this link <https://uaf.campus.eab.com/>
2. Enter your UA single sign on credentials (same as UA Gmail, Blackboard, UAOnline, & etc.)
3. Click "Login" (red button)



### Calendar sync information

Students have the option to sync one calendar to their Nanook Navigator account. No one has access to see the events on this calendar, it only triggers the system to mark you as busy and to add your Nanook Navigator appointments to your email calendar.

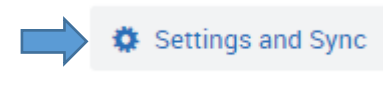
By syncing a calendar, a student can create a more accurate and efficient appointment scheduling process. Students not only have their synchronous or face to face class but they may have a work schedule, practice, events, club meetings, regular meetings, meal breaks, medical appointments, and etc. These usually need to be considered when scheduling appointments. Once the calendar is synced it will mark the student as busy and no one will be able to schedule during those blocked times.

### Sync your personal/student calendar

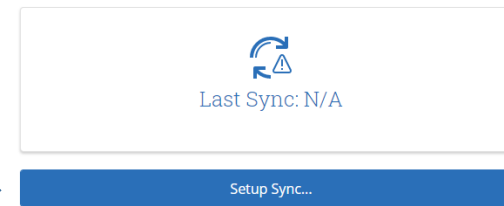
1. Click on your calendar icon on the left side panel or under Student Home → Calendar.



2. On the right side of the calendar page is the settings and sync button, click.

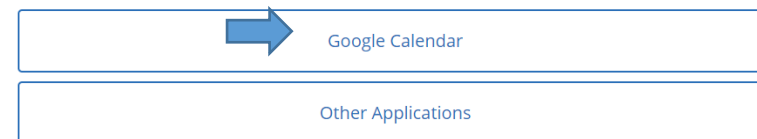


3. Click "Set up sync..."



4. Choose your calendar application, we recommend using google calendar.

Please Choose Your Calendar Application:

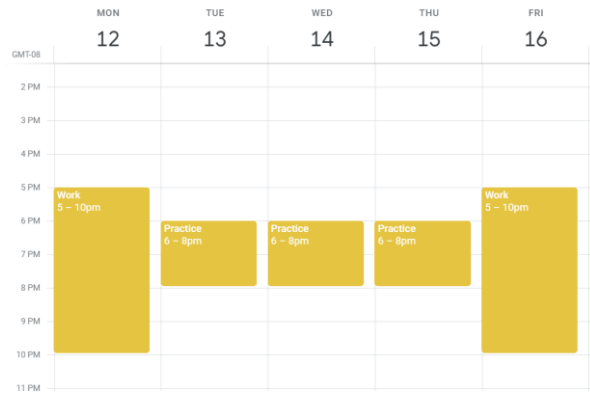


5. Choose the email address (or use another account) connected to the calendar you wish to sync.

# Students: Calendar Sync

## Sync your personal/student calendar, *continued*:

6. Allow permission to “view “(to trigger busy in Nanook Navigator) and edit events (to add Nanook Navigator scheduled appointments), click allow.
7. “View” these types of personal/student calendar meetings:



EAB Navigate wants to access your Google Account

jrskipper@alaska.edu

This will allow EAB Navigate to:

View and edit events on all your calendars

View your calendars

Make sure you trust EAB Navigate

You may be sharing sensitive info with this site or app. Learn about how EAB Navigate will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Allow

## Sync your personal/student calendar, *continued*:

8. Choose which email calendar you would like to two-way sync. Two way means trigger busy when you have items on your personal/student email calendar and update your personal/student calendar with Nanook Navigator made appointments.
9. Click save.

Select Calendar for Two-Way Sync

jrskipper@alaska.edu

Select Calendar for Free/Busy Sync

Save

Back