

Syncing with Outlook Exchange

The Exchange Calendar integration is a two-way sync. Outlook events will appear in Navigate and Navigate events will appear in Outlook. This will prevent you from having to manage two calendars. All appointments created in Navigate will populate on the Outlook calendar once the sync is enabled. In addition, events marked as busy on the Outlook calendar will override any set availability in Navigate. Navigate will also automatically pull your teaching schedule from SIS each semester and mark you as busy and unavailable for appointments during those times.

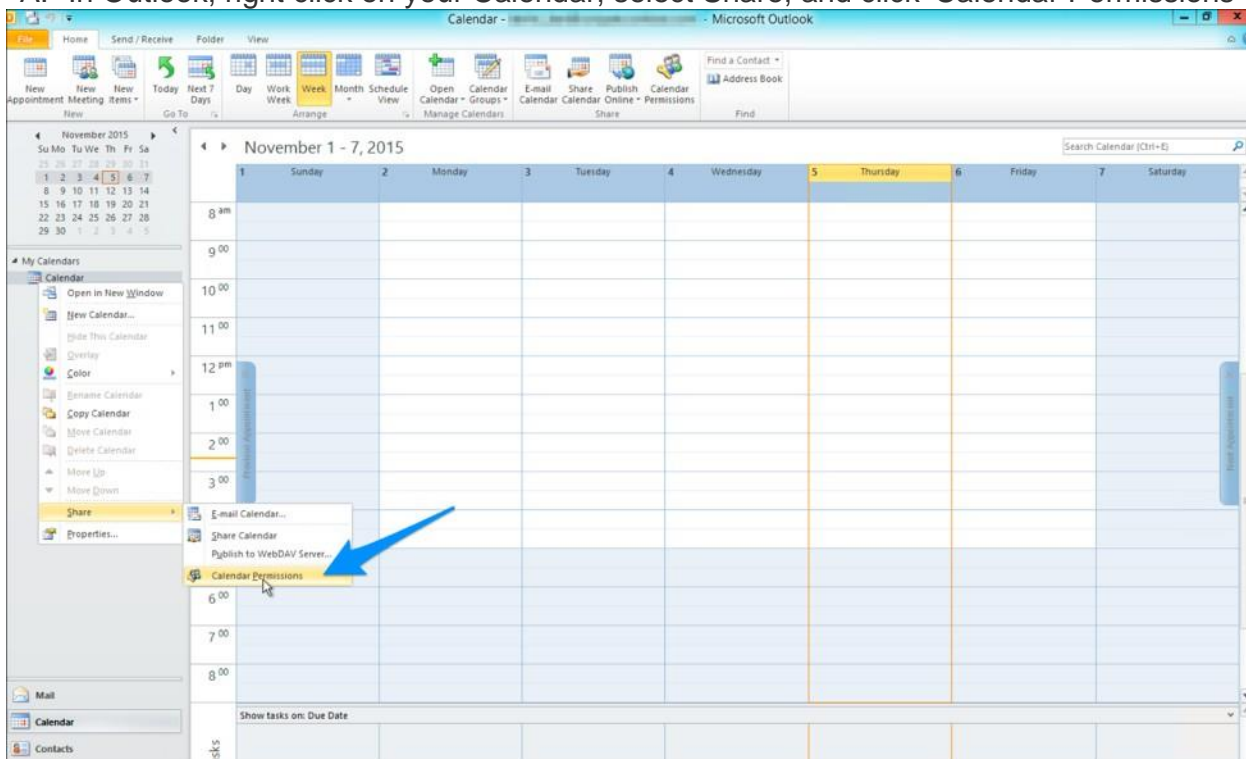
Follow the five steps below to set up your Exchange Calendar Integration:

1. Share your calendar with the service account.

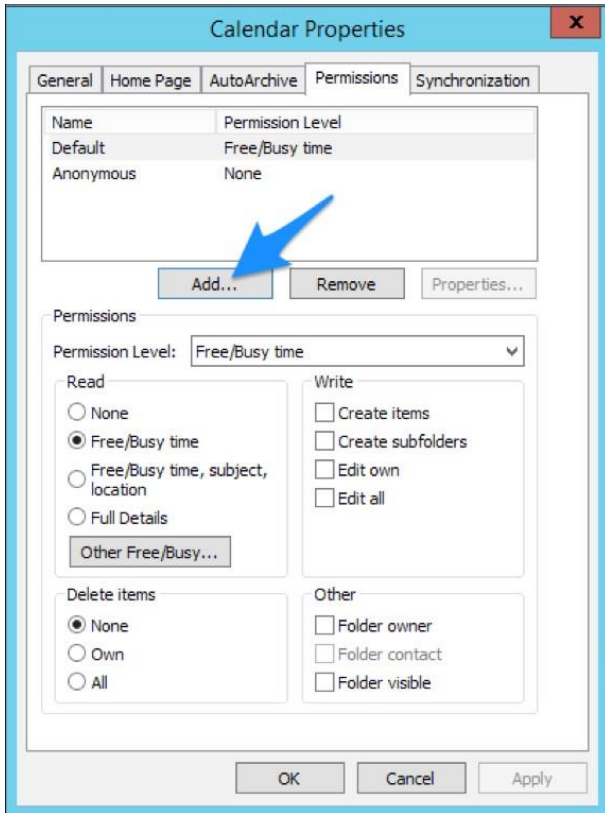
The service account for DCC is eabn@dcc.vccs.edu. This will allow Navigate access to edit your Outlook calendar. The steps below will show you how to share your calendar in Outlook using either Outlook 2013 or Outlook 365 (the webmail version).

Outlook 2013 (Option 1)

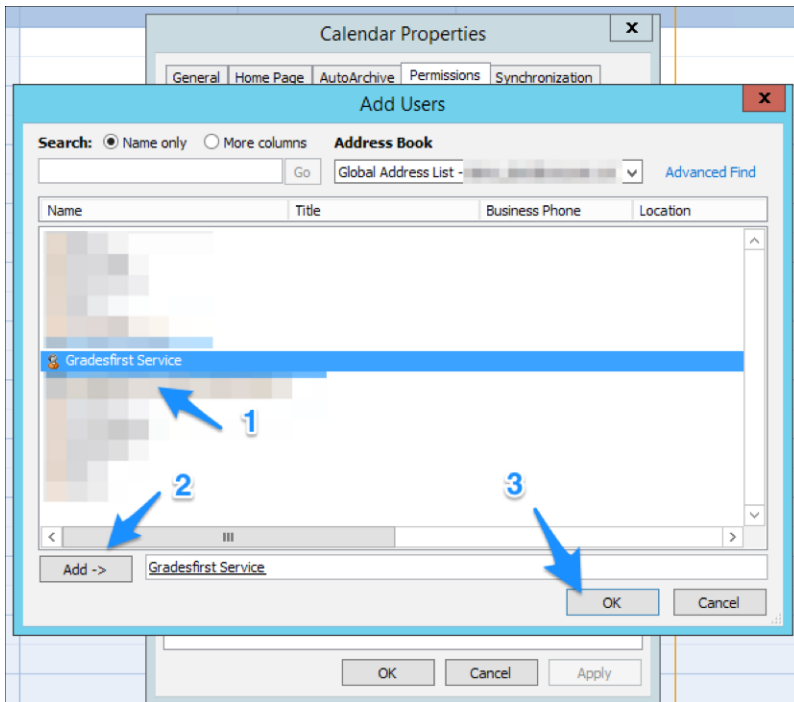
A. In Outlook, right click on your Calendar, select Share, and click 'Calendar Permissions'



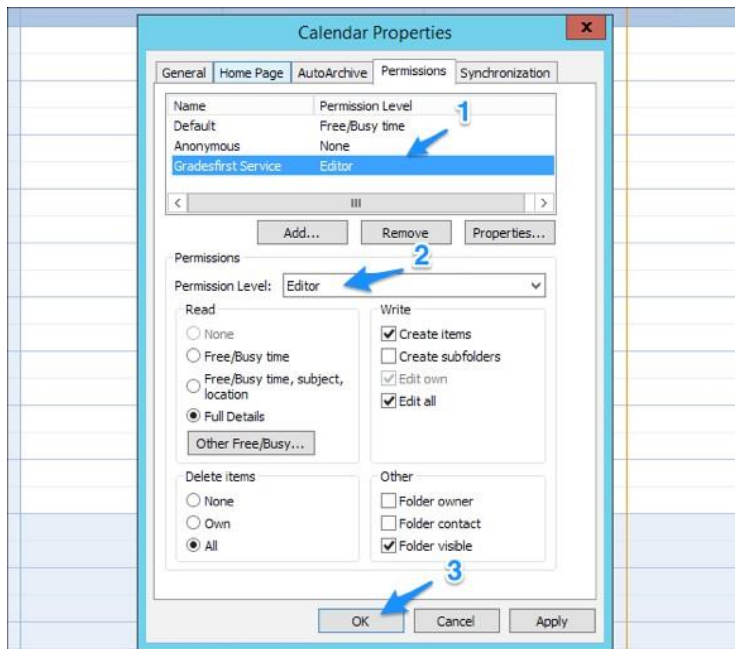
B. In the Calendar Properties dialog, click 'Add...'



C. Find the service account. The service account for DCC is eabn@dcc.vccs.edu. If you are having trouble locating this account, please contact your system administrator.

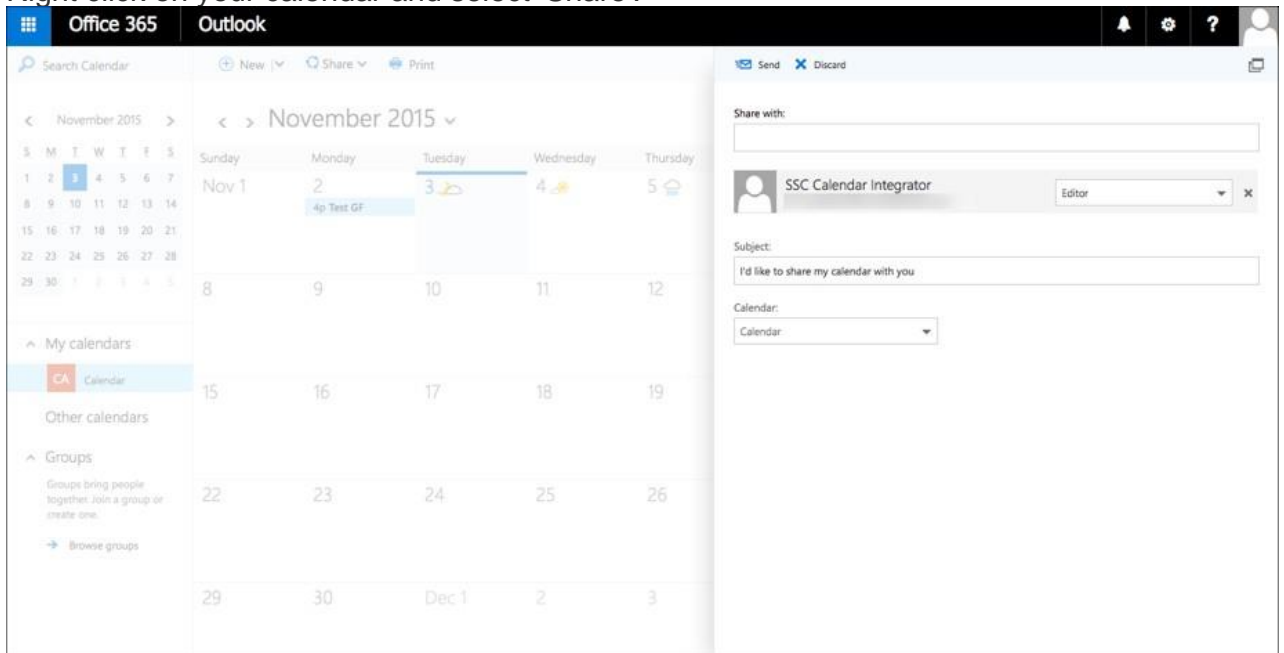


D. Set the Permission Level for this account to Editor.



Outlook 365 (Option 2)

A. Right click on your calendar and select 'Share'.

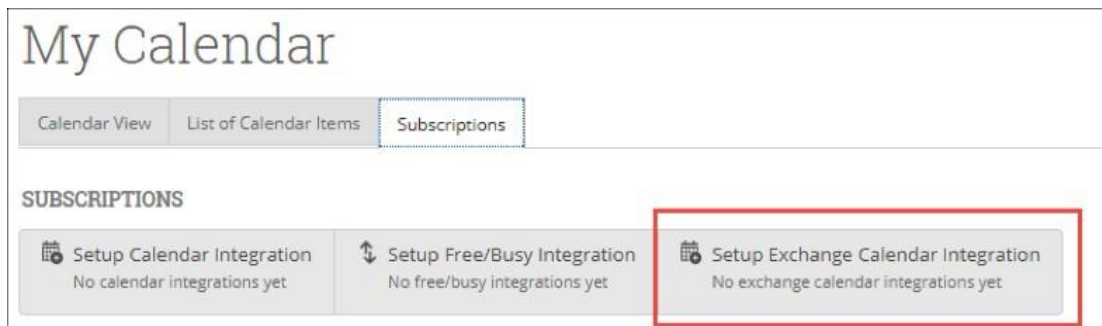


B. Find your Navigate service account and select 'Can edit' as the access level
Note: The name of the service account for DCC is eabn@dcc.vccs.edu.

2. Log into your myDCC account and go to your Calendar in Navigate.
It can be found in the dark blue bar on the left side of the screen.

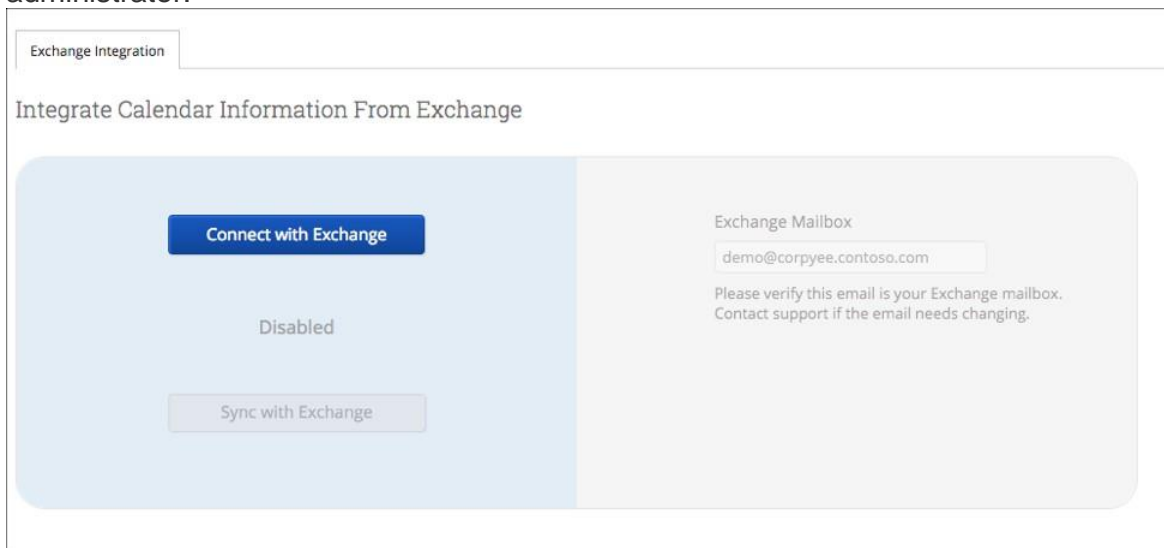
3. Click on the Subscriptions tab. Then click Setup Exchange Calendar Integration.

If you already have the exchange enabled, it will show the date and time of the last calendar sync where it currently shows 'No exchange calendar integrations yet.' If you notice this date is not current (as in the current day), then something is wrong with your calendar exchange and you should contact your system administrator.



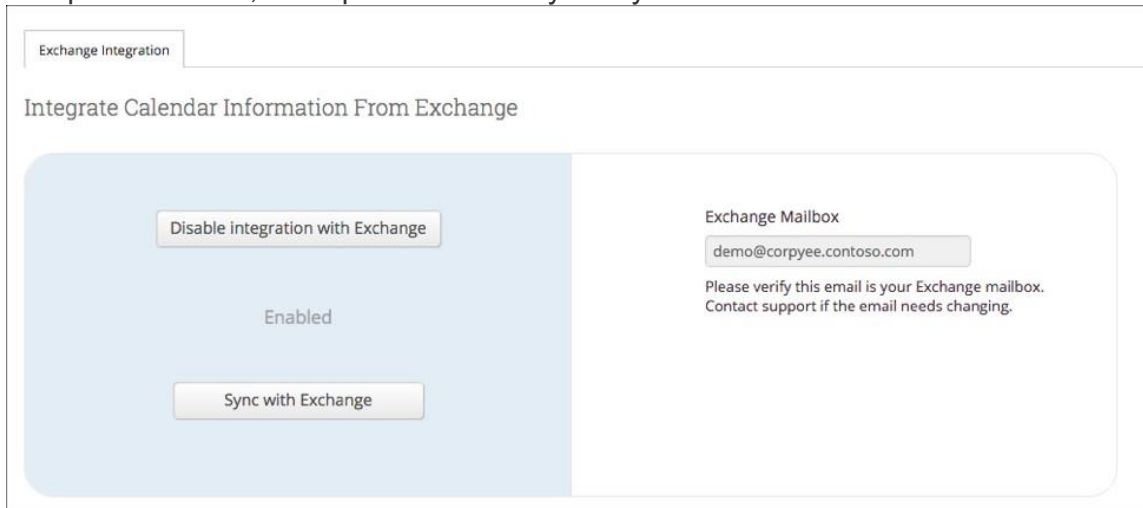
4. Verify your Exchange Mailbox. Click Connect with Exchange.

Your exchange mailbox should be your DCC employee email address (ending dcc.vccs.edu). It may take a few minutes to connect to your Exchange account and sync your calendars. If you already have the exchange enabled, it will show Enabled with the date and time of the last calendar sync where it currently shows 'Disabled.' If the date is not current or if your exchange mailbox is incorrect, then please contact your system administrator.



5. Once your account is enabled and synced, you will see 'Enabled' displayed on the screen.

If your calendar does not sync or you get the message "Exchange Sync is blocked due to repeated errors," then please contact your system administrator.



Note: Events synced are limited to 3 months in the past and 12 months in the future.