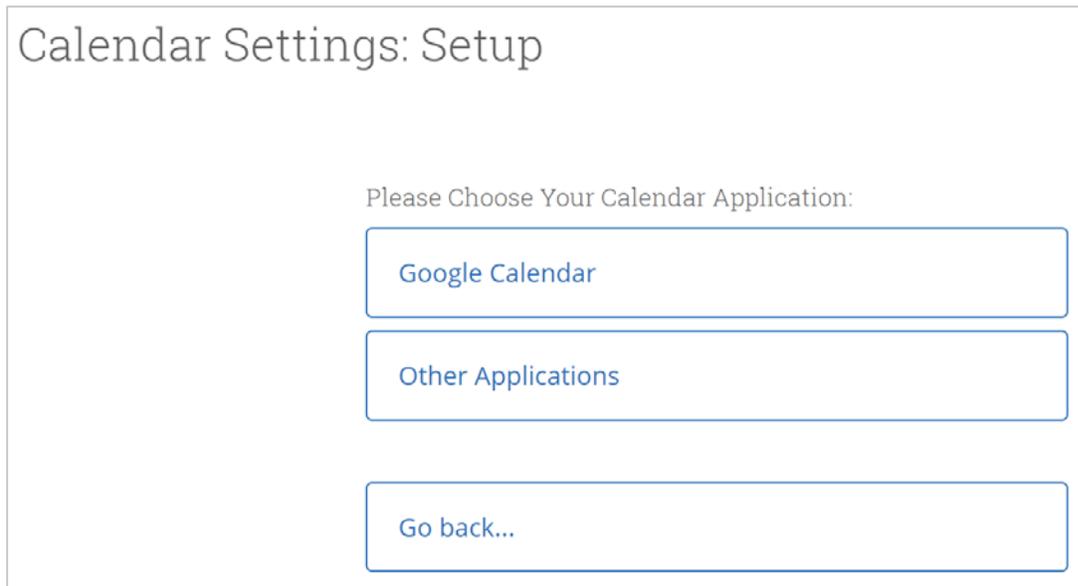# Syncing Your Google Calendar

Integrating Your Calendar

The availability you set up within Navigate dictates students' ability to schedule appointments with you. You have the added option to integrate your calendar with the Navigate platform to pull in Free/Busy times from your personal calendar and push appointments scheduled in Navigate to your personal calendar.

1. Toggle to the calendar page within Navigate using the calendar icon on the left side toolbar.
2. Select Settings and Sync on the top right side of the page
3. Click Setup Sync. You will then be directed to a screen that looks like this.

4. Click Google Calendar from the list.
5. You will be taken to a Google sign-in page. Sign in with your email address and password to complete the sync set up.
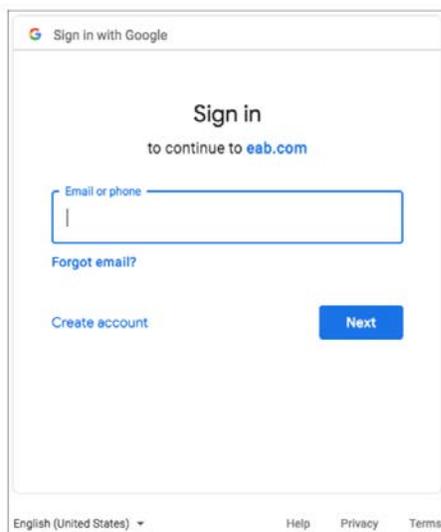
Once the sync is completed, your user will be taken back to the main Calendar Settings page with information about their sync on display. The browser will return to the Calendar Integrations page.

The Two-Way Sync will enable that any agenda item created from Navigate will sync back to your Google Calendar. All existing events and events that are created from your Google Calendar will be shown as 'Busy' in Navigate