

Calendar Sync Update

After logging into [Navigate](#), you may see the following message. Click on the **Calendar** icon



Click on **Authorize**



Enter your University of Memphis credentials and click **Next**

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field with the placeholder text "Email, phone, or Skype". Underneath the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the page are two buttons: "Back" and "Next".