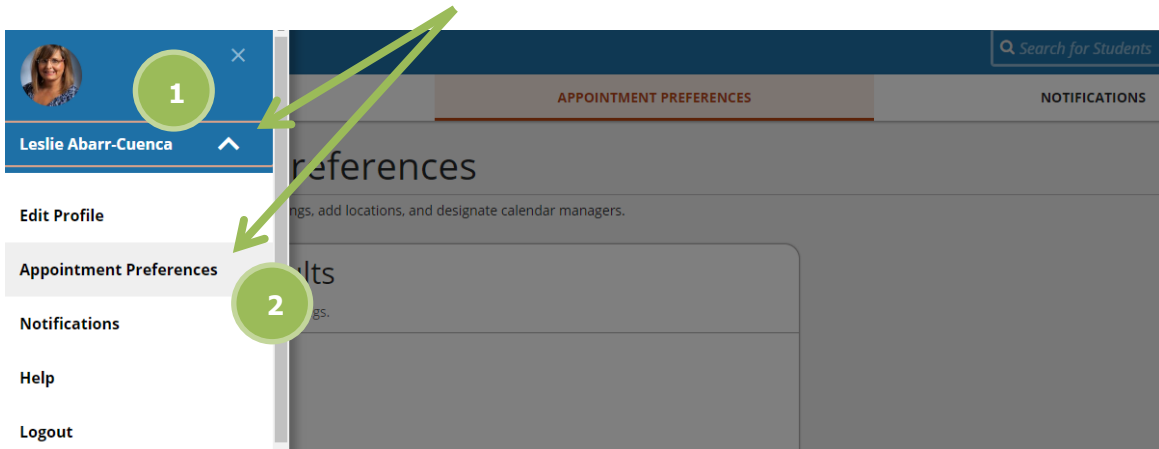




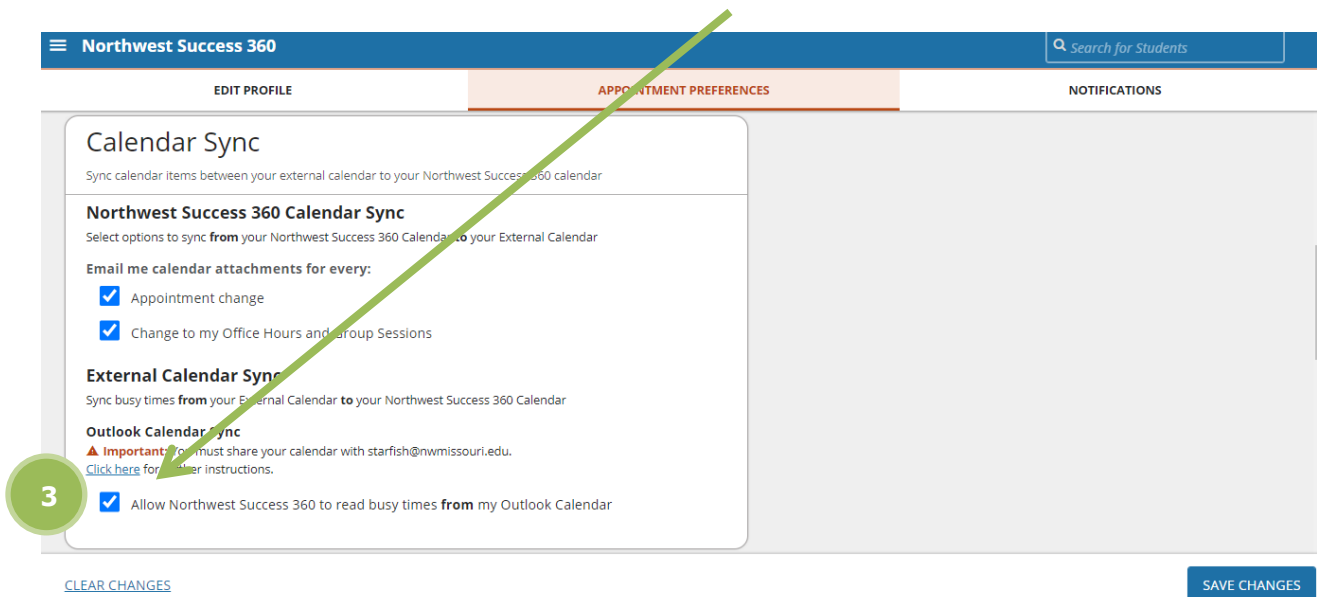
Syncing Your Outlook 365 with Northwest Success 360

Complete the steps below to ensure your accounts can talk to each other.

1. Access your Northwest Success 360 account.
2. Click the drop-down menu by your name, and **choose Appointment Preferences**.



3. Scroll down to the Calendar sync box. Click the box that says **“Allow Northwest Success 360 to read busy times from my Outlook Calendar”**



For more information on Northwest Success 360, visit <http://www.nwmissouri.edu/academics/success360/faculty.htm>.
For questions, contact the Student Success Center at studentsuccess@nwmissouri.edu or 660-562-1695.