Exchange Calendar Integration

- Syncing Calendars
- Individual User Permissions Setup: Outlook

Syncing Calendars

1. Navigate to your Calendar.

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

3. Click Connect with Exchange. Please wait while we connect to your Exchange account and sync your calendars. This may take a few minutes.
4. Once your account is enabled and synced, you'll see "Enabled" displayed on the screen.

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

**Individual User Permissions Setup: Outlook**

Should a school choose not to enable the necessary permissions on a group level, the end user can share their calendar with the necessary service account.

1. In Outlook, right click on your Calendar, select Share, and click "Calendar Permissions".
2. In the Calendar Properties dialog, click "Add...".
3. Find the service account. The name of this account can be provided by your SSC Campus administrator.
4. Set the Permission Level for this account to Editor or Author.