

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.

My Calendar

Calendar View | List of Calendar Items | Subscriptions

SUBSCRIPTIONS

 Setup Calendar Integration No calendar integrations yet	 Setup Free/Busy Integration No free/busy integrations yet	 Setup Exchange Calendar Integration No exchange calendar integrations yet
--	--	--

3. Click Connect with Exchange. Please wait while we connect to your Exchange account and sync your calendars. This may take a few minutes.

Exchange Integration

Integrate Calendar Information From Exchange

Connect with Exchange

Disabled

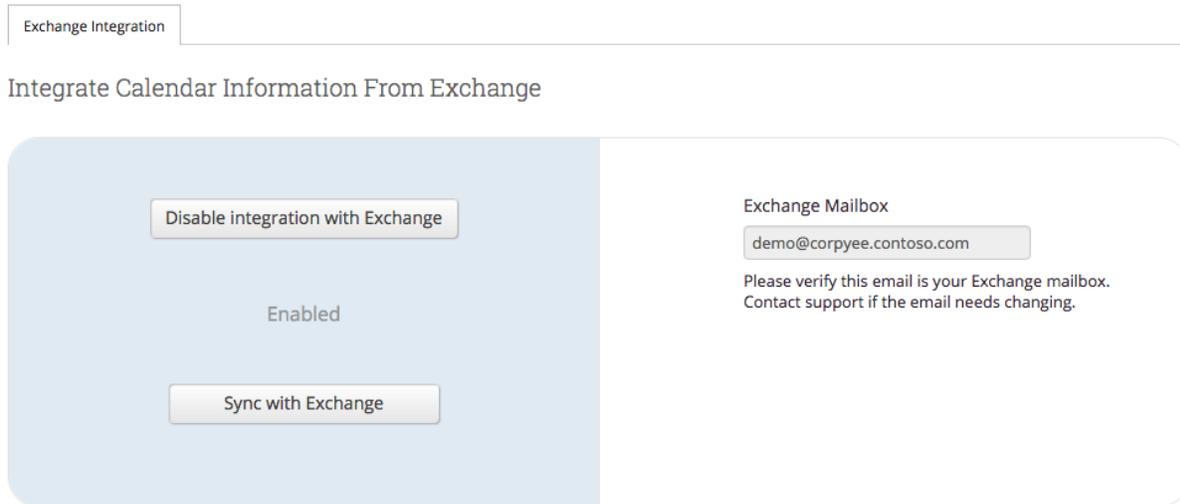
Sync with Exchange

Exchange Mailbox

demo@corpyee.contoso.com

Please verify this email is your Exchange mailbox.
Contact support if the email needs changing.

4. Once your account is enabled and synced, you'll see "Enabled" displayed on the screen.

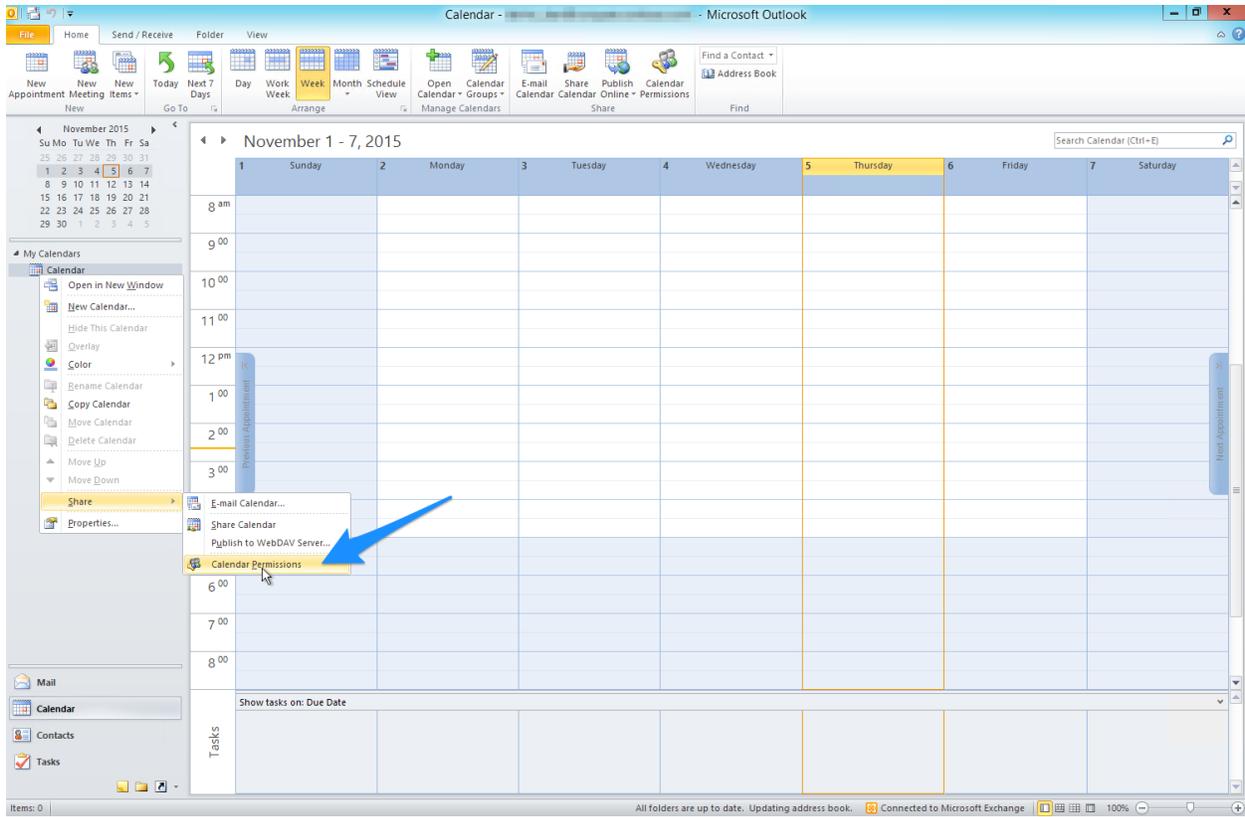


Note: Events synced are limited to 3 months in the past and 12 months in the future.

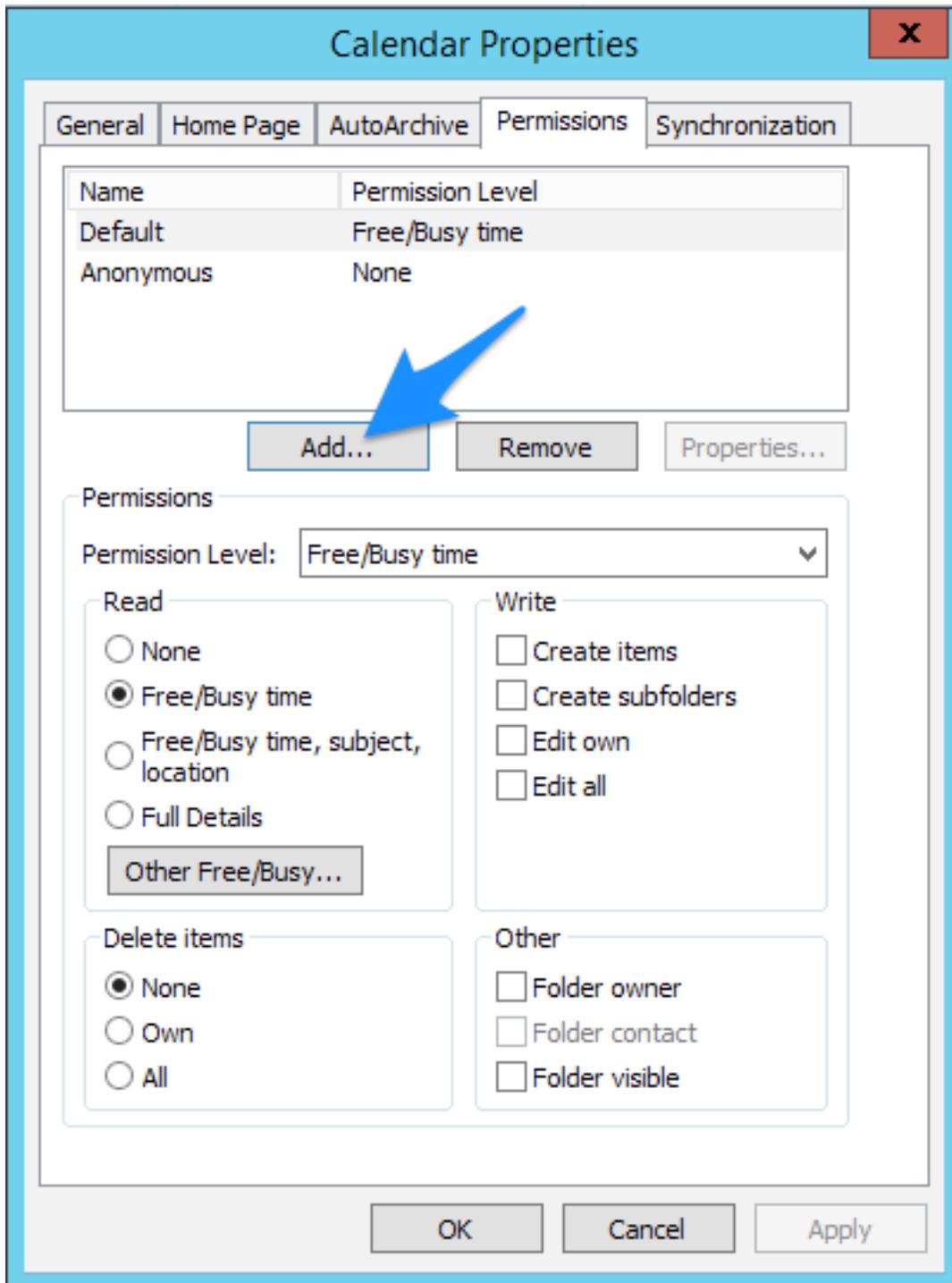
Individual User Permissions Setup: Outlook

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.

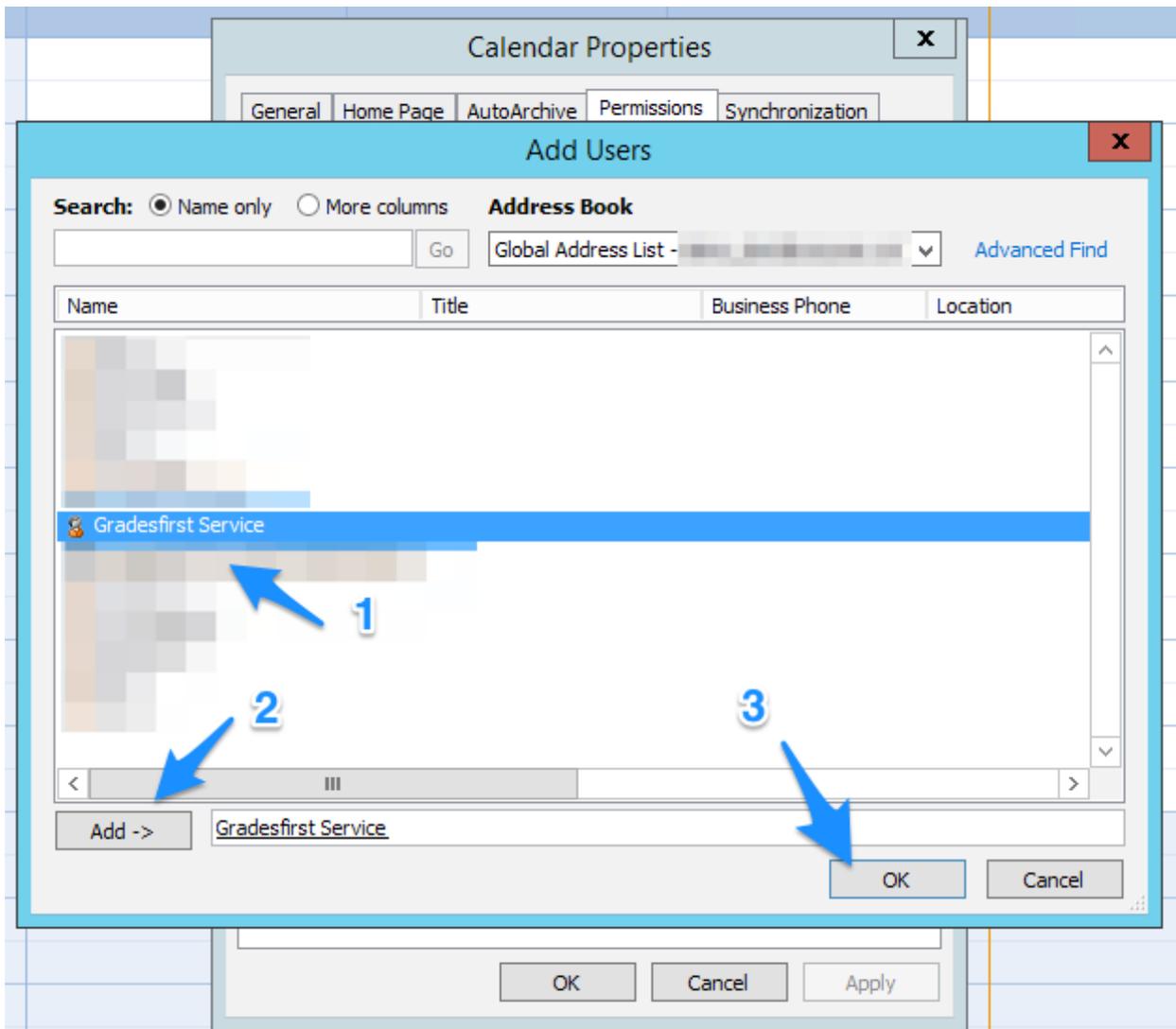
1. In Outlook, right click on your Calendar, select Share, and click "Calendar Permissions".



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.

