## **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					
SUBSCRIPTION	S						
Setup Calendar Integration No calendar integrations yet		Setup Free/Busy Integration No free/busy integrations yet		Setup Exchange Calendar Integratio 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	Exchange Mailbox
	demo@corpyee.contoso.com
Disabled	Please verify this email is your Exchange mailbox. Contact support if the email needs changing.
Sync with Exchange	

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

Exchange Integration	
Integrate Calendar Information From Exchange	
Disable integration with Exchange	Exchange Mailbox demo@corpyee.contoso.com
Enabled	Please verify this email is your Exchange mailbox. Contact support if the email needs changing.
Sync with Exchange	

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".

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File Home Send / Receive	Folder	View					۵ 3
New New New Today	Next 7	Day Work Week Month	Schedule Open Calendar	E-mail Share Publish Ca	Find a Contact *		
Appointment Meeting Items * New Go T	o 🕞	Arrange	Manage Calendars	Calendar Calendar Online * Perr Share	Find		
∢ November 2015 🕨 <sup>≮</sup>		Neuember 1 7	2015				Search Calendar (Chil, 5)
25 26 27 28 29 30 31	1.1	November 1 - 7,	2015	a Transfer	4 Minutes and as	T Thursday	
1 2 3 4 5 6 7 8 9 10 11 12 13 14		n Sunday	Z Monday	3 Tuesday	4 weanesday	5 inursday 6	ritiday / Saturday
15 16 17 18 19 20 21	8 am	1					
<b>29 30</b> 1 2 3 4 5							
My Calendars	9 00						
Calendar	10.00						
Open in New Window	10**						
Hide This Calendar	11 00						
Qverlay							
Qolor →	12 pm	K					
Rename Calendar	1 00	ment					ti i
Move Calendar		point					
Delete Calendar	2 00	ous A					d Aby
Move Up	2.00	Previ					Z
Move Down	5						
Share >	E-ma	ail Calendar					
Properties	En Shar	re Calendar lish to WebDAV Server					
	Cale	ndar Permissions					
	6 00	3					
	7 00						
	0.00						
🙈 Mail	0.11						<b>•</b>
Calendar		Show tasks on: Due Date					▼
8 Contacts	S						
	Tas						
✓ Tasks							
Items: 0	_			All fe	Iden are up to date. Updating a	ddress book	

2. In the Calendar Properties dialog, click "Add...".

Calendar	Properties	×					
General Home Page AutoArchive	Permissions	Synchronization					
Name Permission	Level						
Default Free/Busy	time						
Anonymous None Add Remove Properties							
Permissions							
Permission Level: Free/Busy time	2	~					
Read	Write						
○ None	Create items						
Free/Busy time	Create subfolders						
C Free/Busy time, subject, location	Edit own						
O Full Details							
Other Free/Busy							
Delete items	Other						
None	Folder owner						
Own	Folder contact						
	Folder visible						
OK Cancel Apply							

3. Find the service account. The name of this account can be provided by your SSC Campus administrator.

	Calendar Properties X
	General Home Page AutoArchive Permissions Synchronization
Search: <ul> <li>Nan</li> </ul>	ne only O More columns Address Book
	Go Global Address List - Advanced Find
Name	Title Business Phone Location
💈 Gradesfirst S	ervice
	2 3
<	
Add ->	Gradesfirst Service OK Cancel
	OK Cancel Apply

4. Set the Permission Level for this account to Editor or Author.

Calendar Properties X	
General Home Page AutoArchive Permissions Synchronization	
Name     Permission Level       Default     Free/Busy time       Anonymous     None       Gradesfirst Service     Editor	
<	
Permissions 2 Permission Level: Editor V	
Read     Write       ○ None     ✓ Create items       ○ State /Rumu time     □ Create out folders	
 <ul> <li>○ Free/Busy time, subject, location</li> <li>○ Full Details</li> <li>○ Create subfolders</li> <li>☑ Edit own</li> <li>☑ Edit all</li> </ul>	
 Delete items Other Free/Busy Other Other Folder owner	
 Own ● All Cown Folder contact Folder visible Comparison Co	
 OK Cancel Apply	