How to Sync your Outlook Calendar with SSC Campus

The Exchange Calendar sync will block busy times off your schedule to prevent double booking.

1. Log Into SSC Campus
2. Navigate to your Calendar by selecting the icon from the left hand menu.
3. Click on the Subscriptions tab. If permission to sync your Exchange calendar is enabled on your account, you will see the option to **Setup Exchange Calendar integration**.

4. Verify the email address in Exchange Mailbox. If it requires update, contact [EAB Support](mailto:EABSupport) on campus. Click **Connect with Exchange**. Please wait while the connection is made to your Exchange account and syncs your calendars. This may take a few minutes.

Events synced are limited to 3 months in the past and 12 months in the future.
5. Once your account is enabled and synced, you'll see "Enabled" displayed on the screen.