

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**.



Calendar


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

4. Verify the email address in Exchange Mailbox. If it requires update, contact [EAB Support](#) 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.

Exchange Integration

Integrate Calendar Information From Exchange

Connect with Exchange

Disabled

Sync with Exchange

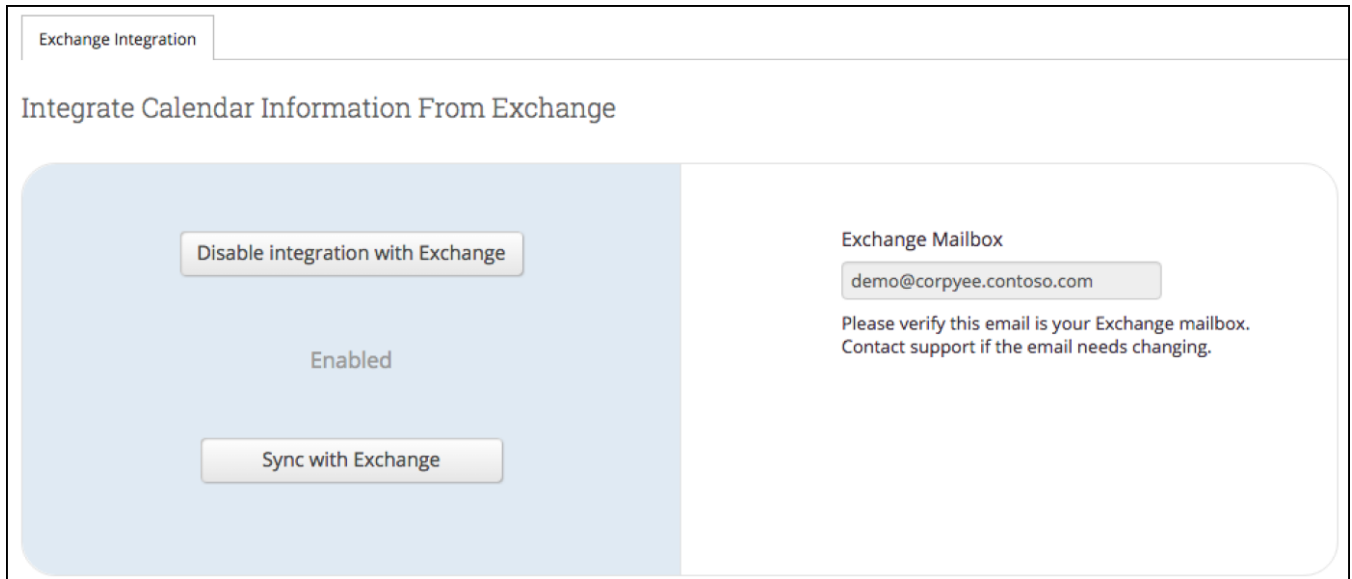
Exchange Mailbox

demo@corpyee.contoso.com

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

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.



The screenshot displays the 'Exchange Integration' settings page. At the top, there is a tab labeled 'Exchange Integration'. Below the tab, the heading 'Integrate Calendar Information From Exchange' is visible. The main content area is split into two sections. The left section has a light blue background and contains a button 'Disable integration with Exchange' at the top, the word 'Enabled' in the center, and a button 'Sync with Exchange' at the bottom. The right section has a white background and contains the heading 'Exchange Mailbox' above a text input field containing 'demo@corpyee.contoso.com'. Below the input field, there is a note: 'Please verify this email is your Exchange mailbox. Contact support if the email needs changing.'