

SSC Campus Exchange Calendar Integration

- [Syncing Calendars](#)

Syncing Calendars

1. As a user with the Allow Exchange Calendar Sync permission enabled, 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.

Exchange Integration

Integrate Calendar Information From Exchange

Disable integration with Exchange

Enabled

Sync with Exchange

Exchange Mailbox

demo@corpyee.contoso.com

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Contact support if the email needs changing.

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