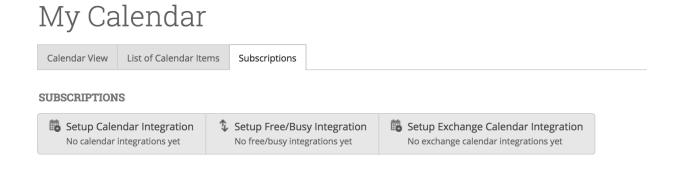
SSC Campus Exchange Calendar Integration

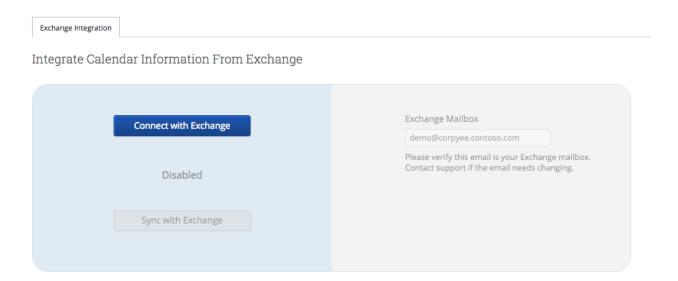
• Syncing Calendars

Syncing Calendars

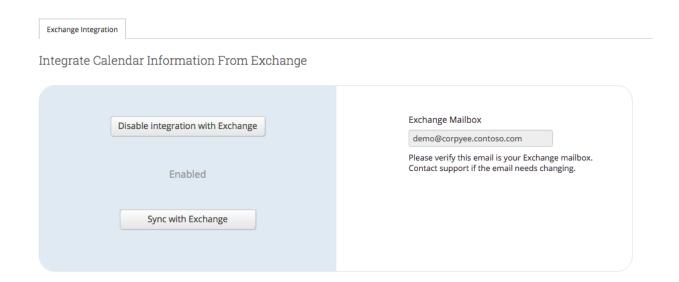
- 1. As a user with the Allow Exchange Calendar Sync permission enabled, navigate to your Calendar.
- 2. Click on the Subscriptions tab. The click Setup Exchange Calendar Integration.



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



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.