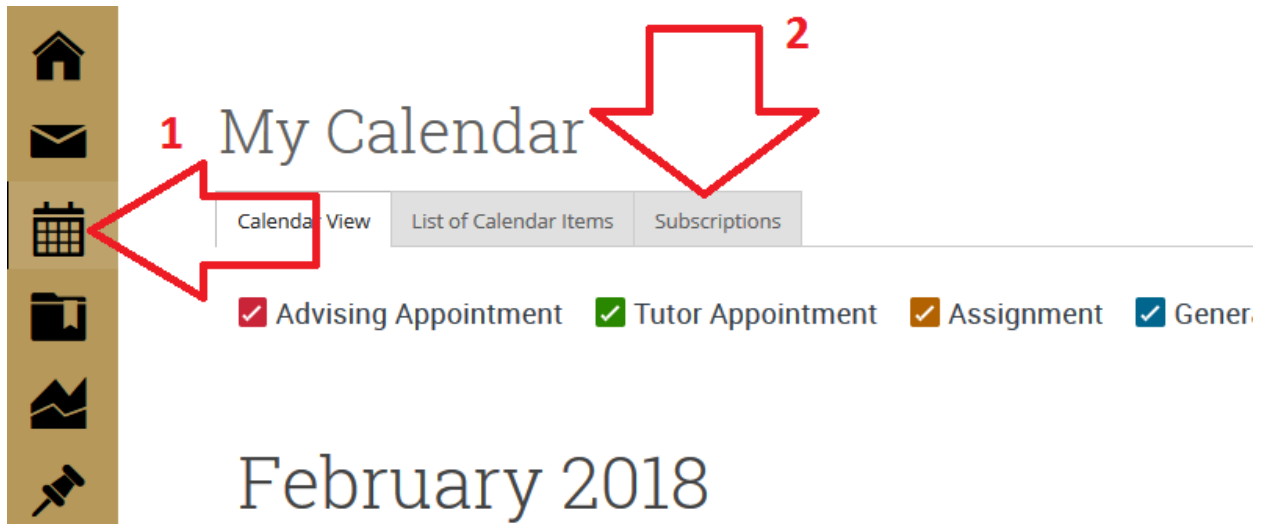


How to Sync Your Outlook Exchange Calendar

First step: Integrate your Calendar...

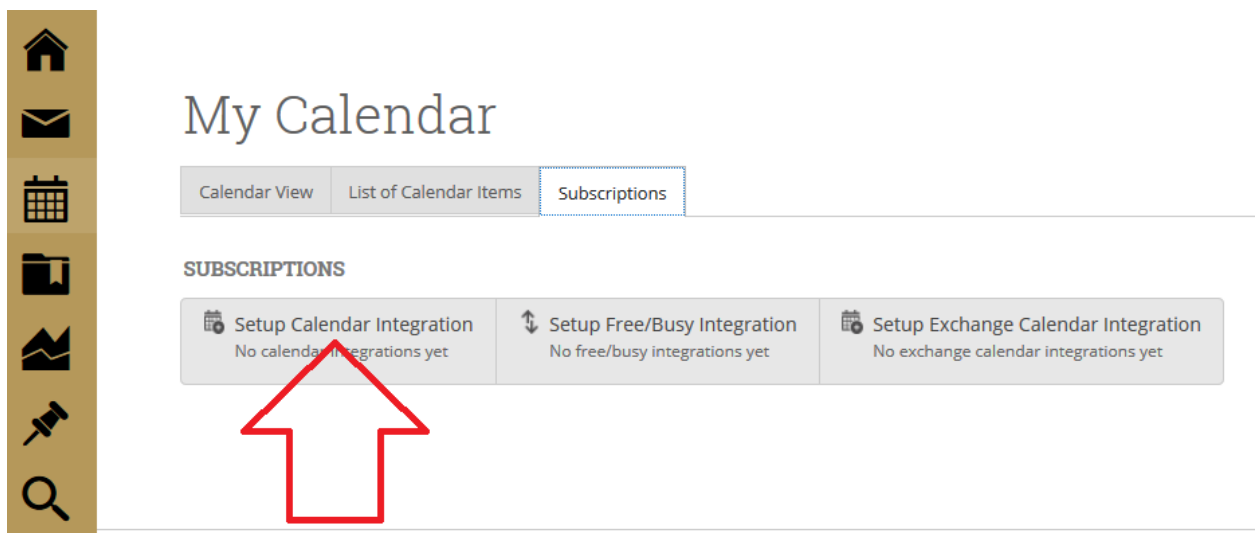


1 My Calendar 2

Calendar View List of Calendar Items Subscriptions

Advising Appointment Tutor Appointment Assignment Gener.




February 2018



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
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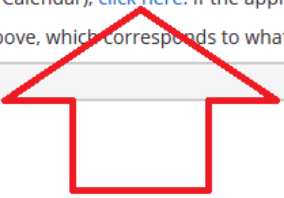


- External Calendaring Setup
- Outlook Integration
- iCal Integration
- Google Integration
- Zimbra Integration

Using An External Calendaring Program

In order to integrate a calendaring application (Outlook, iCal, Google Calendar, Zimbra Calendar), [click here](#). If the app opens, you're all done! If not, then copy the link listed below, find the external application listing in the tabs above, which corresponds to what you want to use.

```
webcal://uncp.campus.eab.com/cal/xbJHsc5vf2kF/GradesFirst.ics
```



- Google Integration
- Zimbra Integration

This link needs to be opened with an application. Send to: [30 Boxes](#) <https://30boxes.com> Choose other Application Choose... Remember my choice for webcal links. Cancel Open link

Launch Application

This link needs to be opened with an application.

Send to:

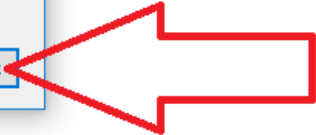
Pick an app

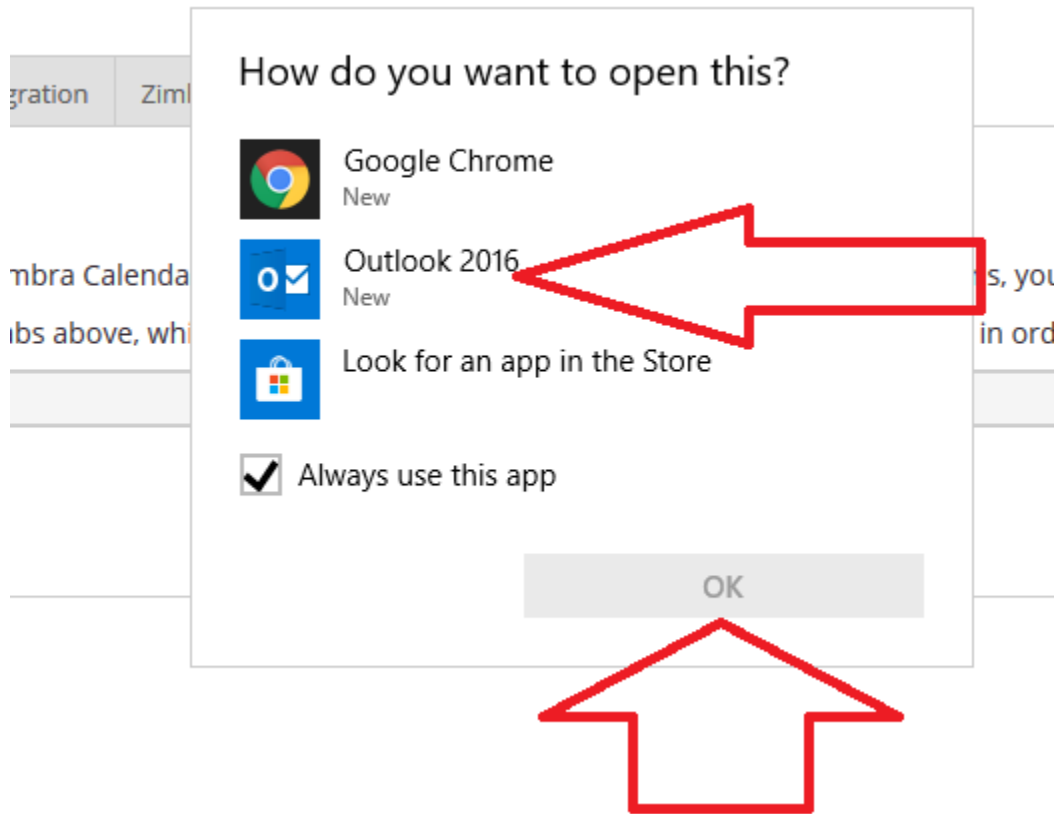
30 Boxes
<https://30boxes.com>

Choose other Application Choose...

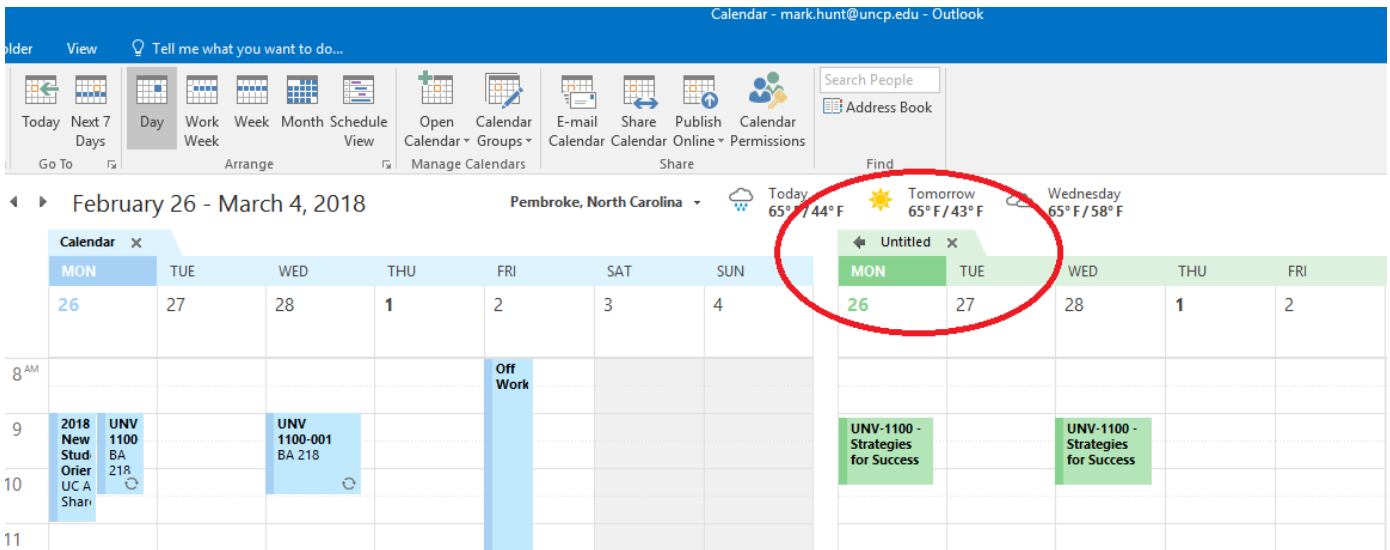
Remember my choice for webcal links.

Cancel Open link

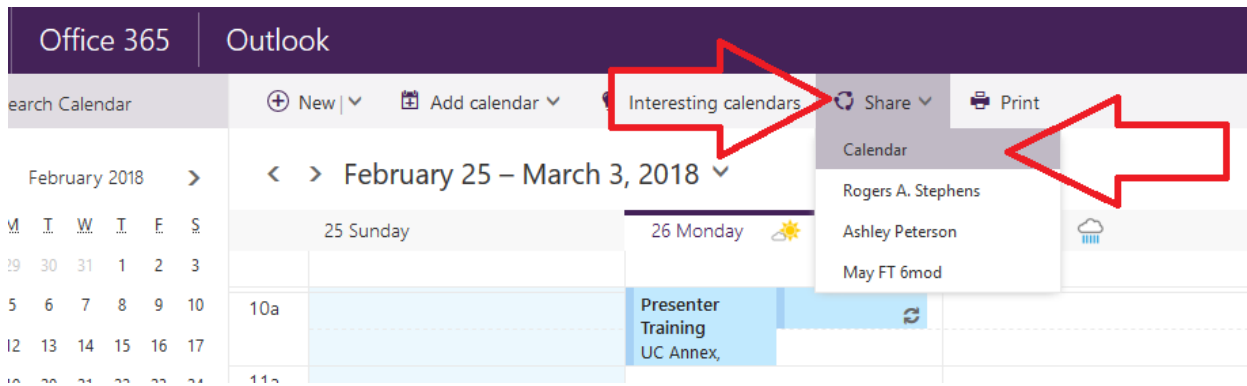




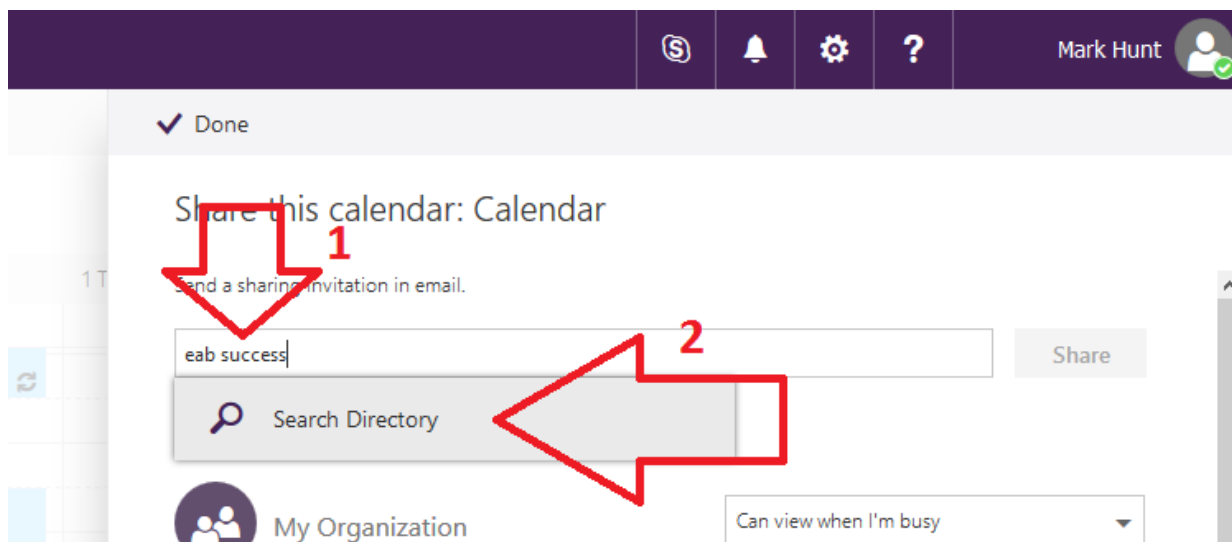
Log In and your additional EAB Calendar will be in Green...



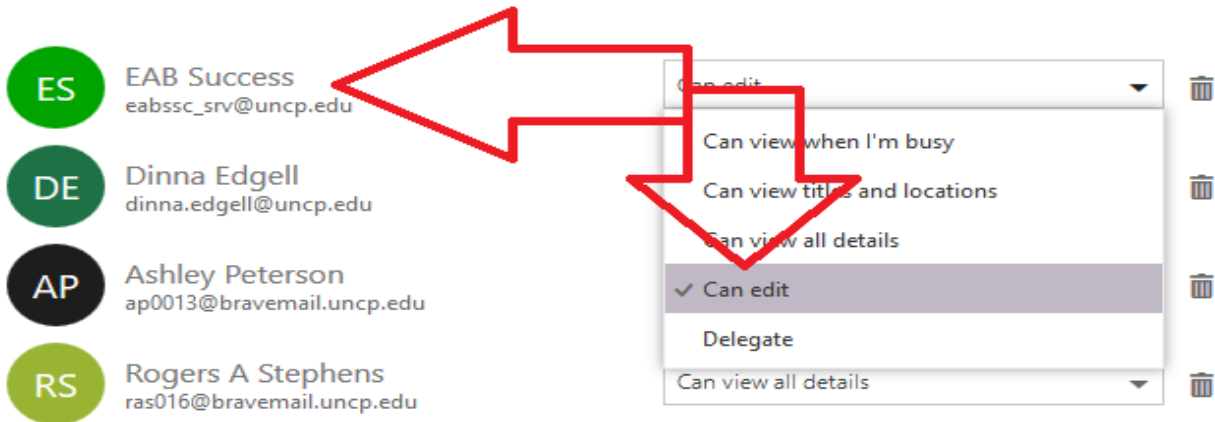
Log in to Office 365, click your calendar and select 'Share' > Calendar...



...type 'EAB Success' and click 'Search Directory'...



...scroll down your list of contacts to find 'EAB Success' and click the dropdown and select 'Can edit'...



Next, you need to create the connection to Outlook Exchange in SSC Campus.




a. Log in to SSC Campus. Navigate to your Calendar.

b. 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
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c. 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.

d. 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@corp.yee.contoso.com

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

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

If you get an error message, double check that you gave the correct Editor permissions to the "SSC Campus Service" service account in Outlook, according to the first steps. If it still doesn't connect, contact mark.hunt@uncp.edu.