How to Sync Your Outlook Exchange Calendar

First step: Integrate your Calendar...

1. My Calendar
2. February 2018

My Calendar

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
Using An External Calendaring Program

In order to integrate a calendaring application (Outlook, iCal, Google Calendar, Zimbra Calendar), click here. If the appro
If not, then copy the link listed below, find the external application listing in the tabs above, which corresponds to what

webcal://uncp.campus.eab.com/cal/xbjHsc3vfl2kt/GradesFirst.ics
How do you want to open this?

- Google Chrome
- Outlook 2016
- Look for an app in the Store

Always use this app

OK

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.

c. Click Connect with Exchange. Please wait while we connect to your Exchange account and sync your calendars. This may take a few minutes.
d. Once your account is enabled and synced, you'll see "Enabled" displayed on the screen.

Integrate Calendar Information From Exchange

![Exchange Integration](image)

Exchange Mailbox

demo@corppee.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.