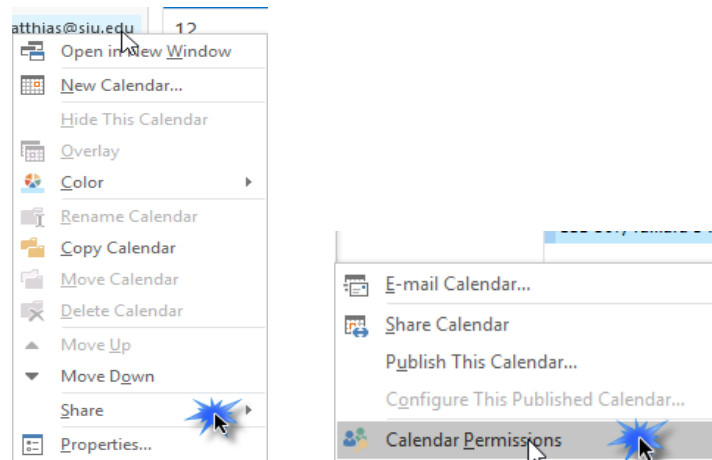


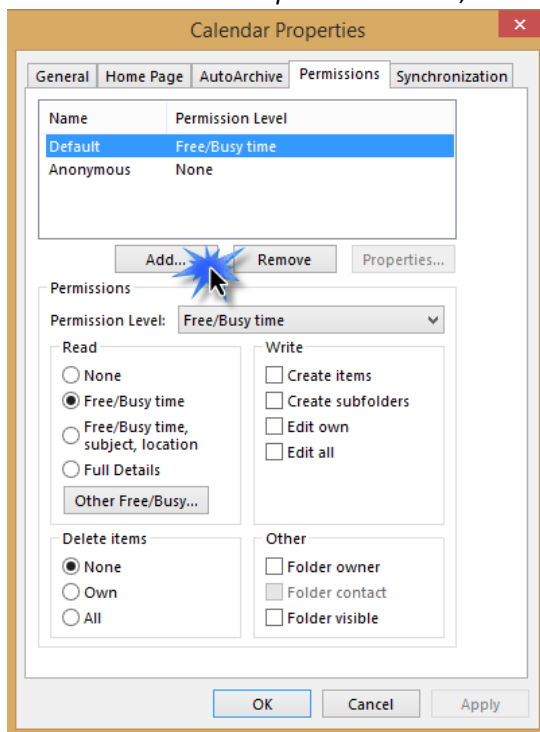
## Sync SIU Outlook Calendar to SSC Campus Calendar

To sync your SIU Outlook calendar to SSC Campus calendar following these steps:

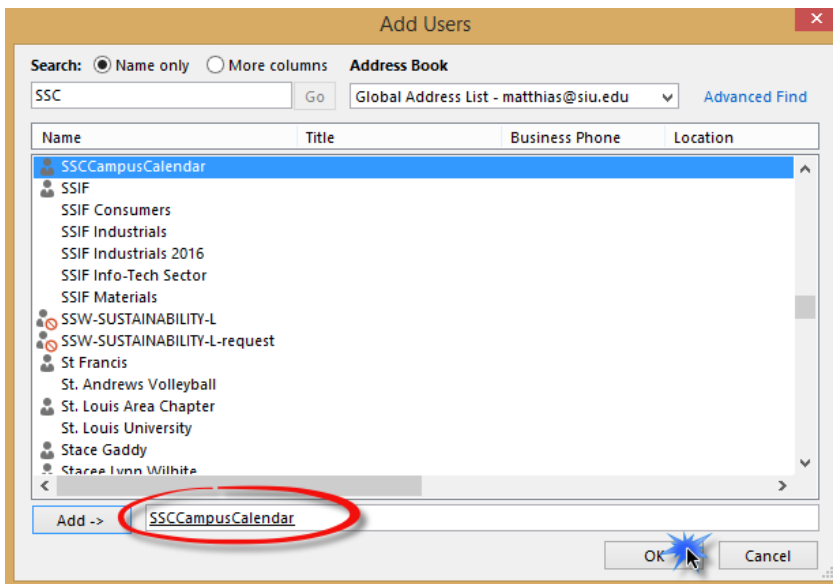
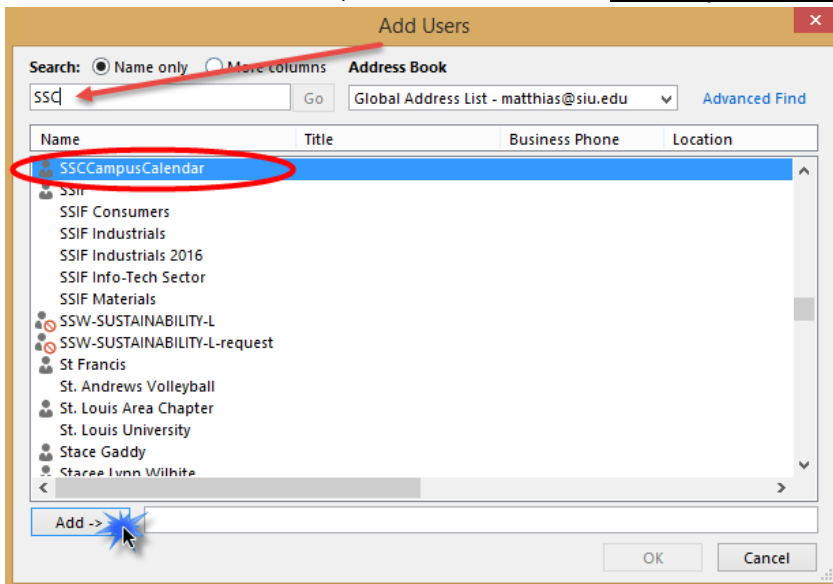
- 1) Open your Microsoft Outlook client and go to your calendar.
- 2) Right click on your SIU calendar and select **Share** and then **Calendar Permissions**.



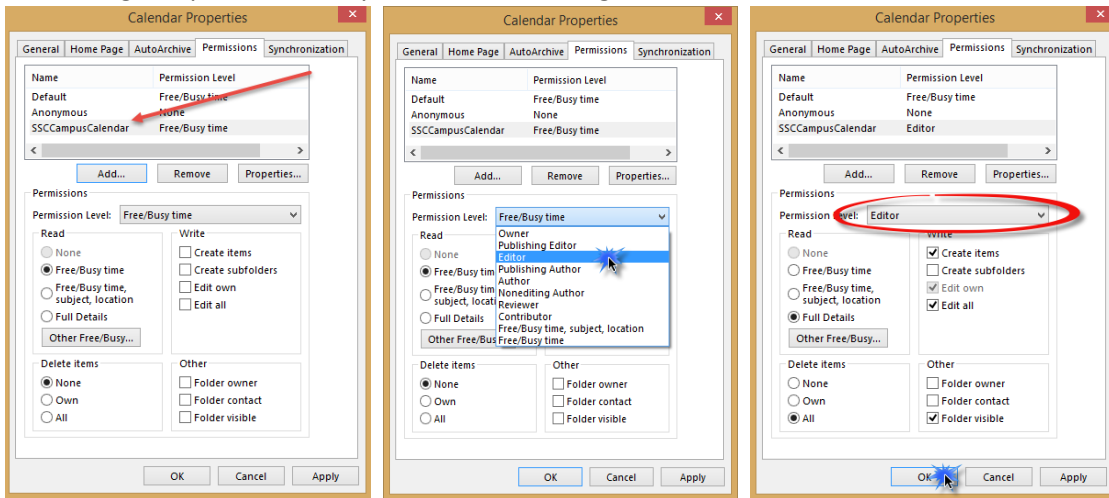
- 3) From the *Calendar Properties* window, select **Add**.



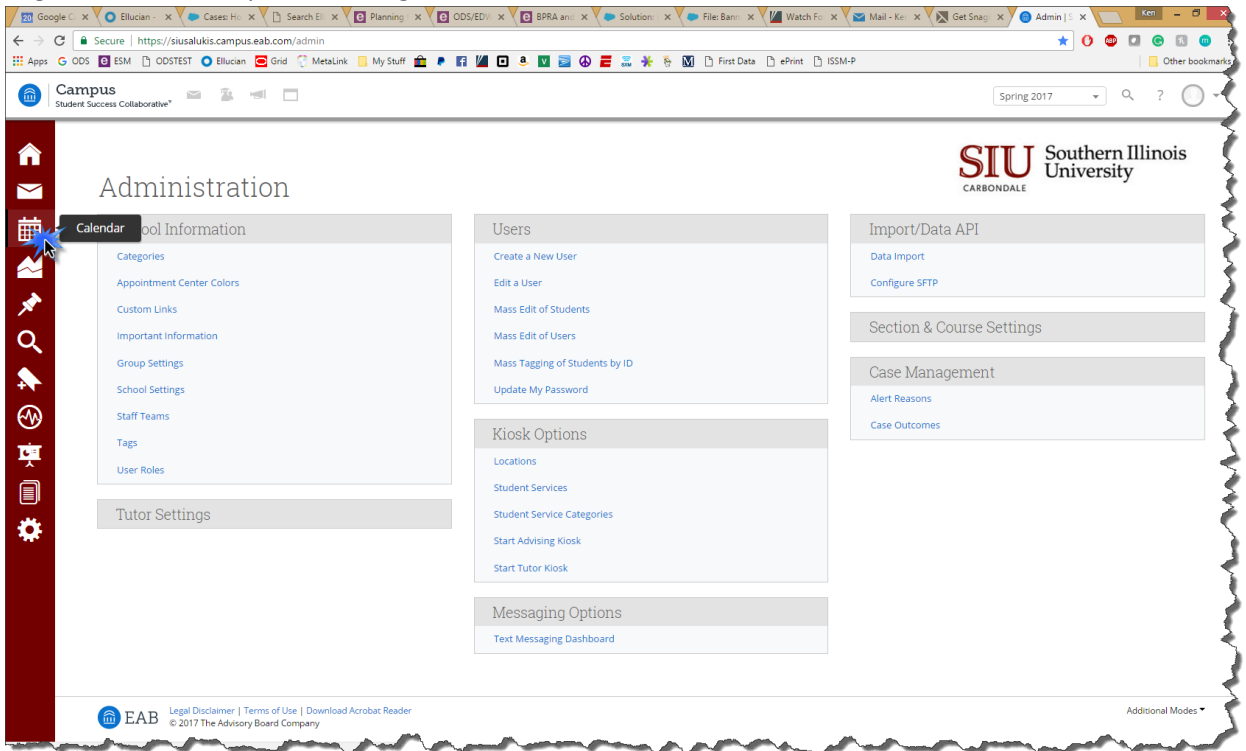
4) From the *Add Users* window, search for and select SSCCampusCalendar and click **Add** and **OK**.



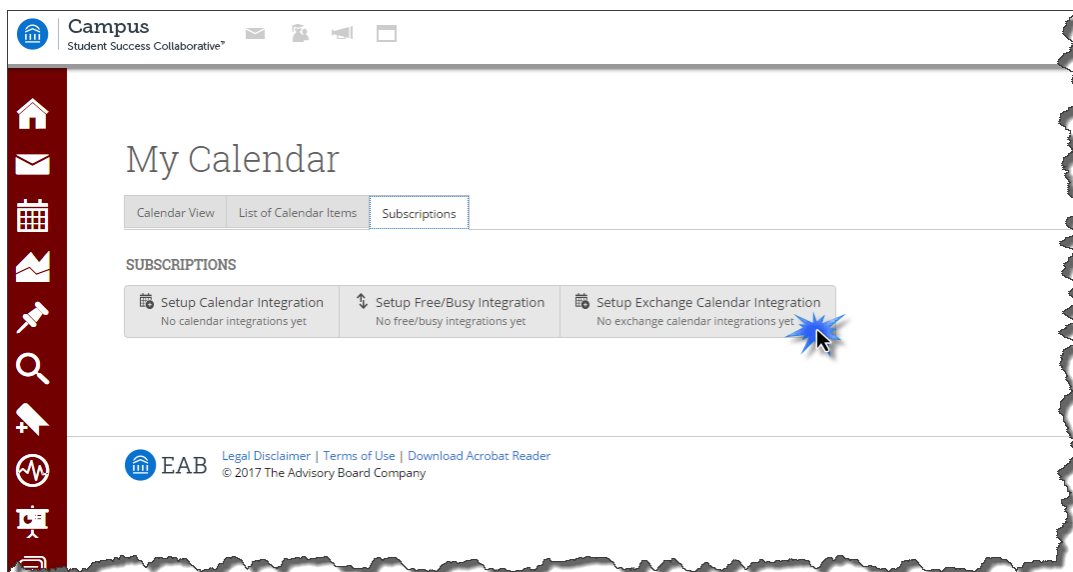
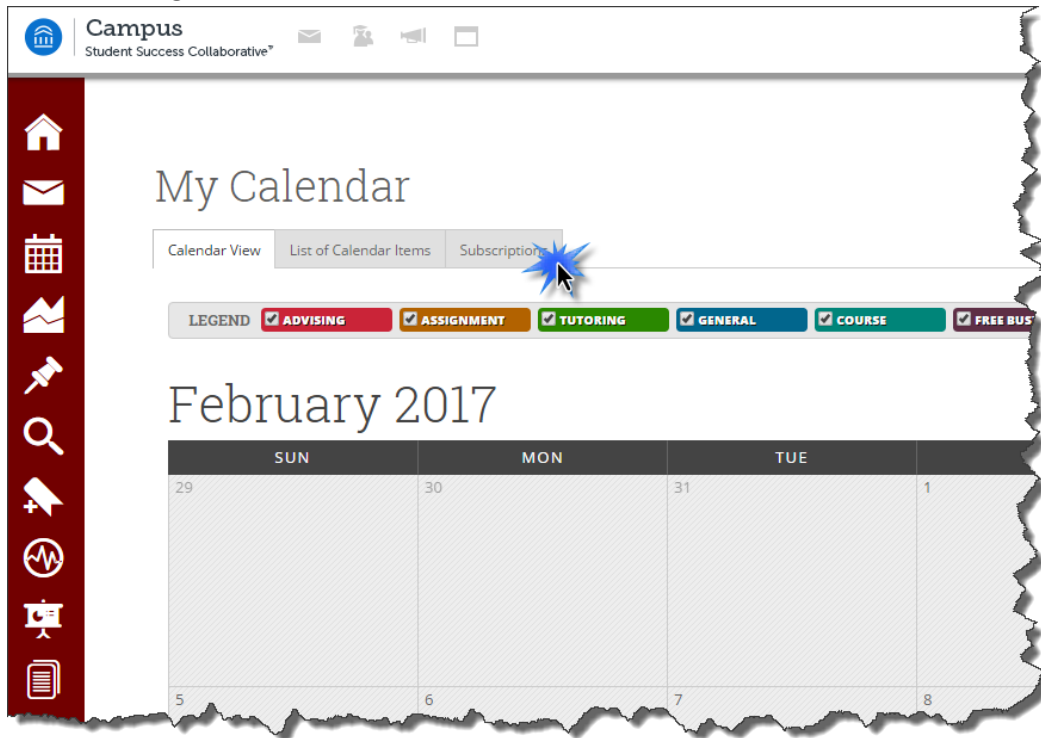
- 5) You will be returned to the *Calendar Properties* window where you will see SSCCampusCalendar has been given permission to your calendar. Change the *Permission Level* to Editor and click **OK**.



- 6) Login on to SSC Campus and navigate to the calendar.



- 7) From the *My Calendar* page, select the **Subscriptions** tab and then select **Setup Exchange Calendar Integration**.



- 8) From the *Integrate Calendar Information From Exchange* page select **Connect with Exchange**. SSC Campus will now connect to your SIU calendar and sync both calendars. This could take a while so be patient.

