**SSC – Campus Calendar Integration – Outlook for Windows**

Instructions on Setting up Calendar Syncing for SSC Campus at Fitchburg State University

**Functionality of Calendar Exchange in SSC Campus:**

Advisors will schedule appointments directly in the platform, so it is beneficial to sync their professional appointments with SSC Campus. This ensures that their SSC Campus calendar will be blocked as “busy” when they have personal appointments. Similarly, their SSC Campus appointments will show as the busy within their Outlook email client.

**Initial Set up and Testing:**

1. **Introduction**

SSC Campus supports Outlook. To configure your calendar integration, the end user will need to manually set up their accounts through the SSC Campus platform using the following steps.

1. **Creating a ‘Two-Way’ Sync and ‘Free Busy’ Sync**

Open your Outlook email program

* Access your Account settings area
  + File, Account Settings. From the drop down, select Delegate Access.
* Click the Add button, and search for the address of EABCalendarSync. Select it and then OK
* Modify the Permission Settings (Click on EABCalendarSync & select button for Permissions…)
* Options to be set at (click drop down window if you need to update):
  + Calendar: change to Author (can read and create items)
    - Box below this will be not available *(Delegate receives copies of meeting-related messages sent to me)*
  + Tasks: change to Author (can read and create items)
  + Inbox: leave at None
  + Contacts: leave at None
  + Notes: leave at None
  + NO CHECK for Automatically send a message to delegate summarizing these permissions
  + NO CHECK for Delegate can see my private items
  + OK
* Before clicking OK, be sure the top of the 2 options is checked (My delegates only, but send a copy of meeting requests and responses to me (recommended)
* OK

1. **User Login and Navigation**

* Login to their SSC Campus account using your Falcon Key.
* Click on the calendar icon on the left side bar.
* On the calendar page, navigate to the ‘Subscriptions’ tab located under the ‘My Calendar’ title.
* Click on the ‘Setup Exchange Calendar Integration’.
* Click on ‘Connect with Exchange’ (your campus email address will auto populate in the Exchange Mailbox area.
* The sync will take a few minutes.

1. **User Configuration and Testing**

This should complete your calendar sync. Please log into Outlook to view your calendar and compare it against the calendar within SSC Campus. You can reach out to your SSC Support at [ssc@fitchburgstate.edu](mailto:ssc@fitchburgstate.edu) for any technical questions or for management and use of the calendar from a functional aspect.

**Two-Way Outlook Sync Notes:**

* **Do not use the Subscription option Set up Free/Busy Integration in SSC with outlook.**
* **When advising students use your SSC Calendar to edit any of your appointments.  Do not modify the appointment in Outlook.**

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