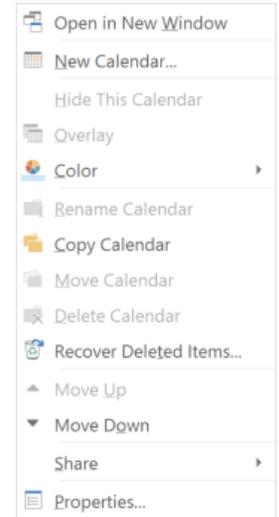
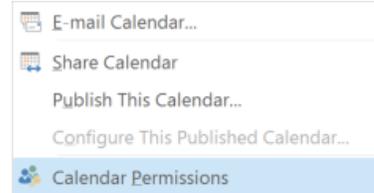
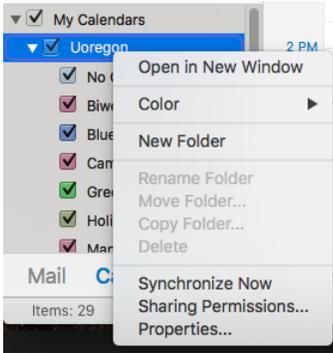


Calendar Integration Outlook/SSC Campus

Individual User Permissions Setup: Outlook

1. In your Outlook calendar, right click on the word Calendar, select Share, and click “Calendar Permissions.”
2. If you are using a MAC OS, you will need to check the Uoregon box under my calendars to access the sharing permissions.



3. In the Calendar Properties dialog, select “Gradesfirst Service” change the Permission Level to “Editor” and click “Okay.”

Syncing Calendars

1. Navigate to your SSC Campus Calendar
2. Click on the Subscriptions tab then click “Exchange Calendar Integration.”
3. Click Connect with Exchange. It will take a few minutes for your Outlook to sync with your SSC Campus calendar. When sync is complete, “Disabled” will change to “Enabled.”

