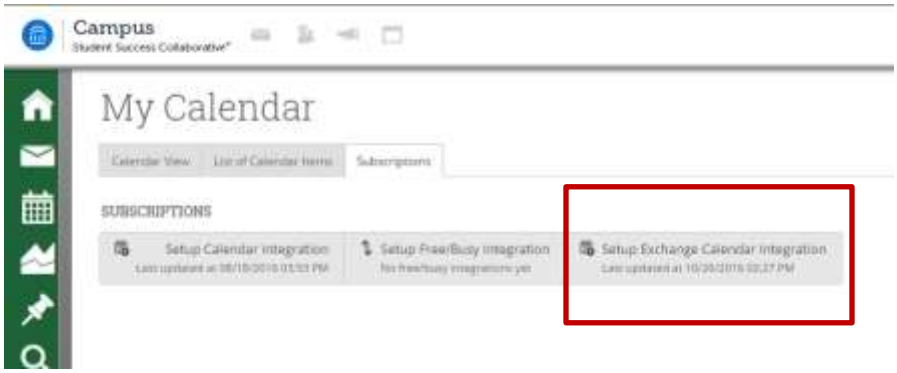
SSC-Campus: Calendar Sync

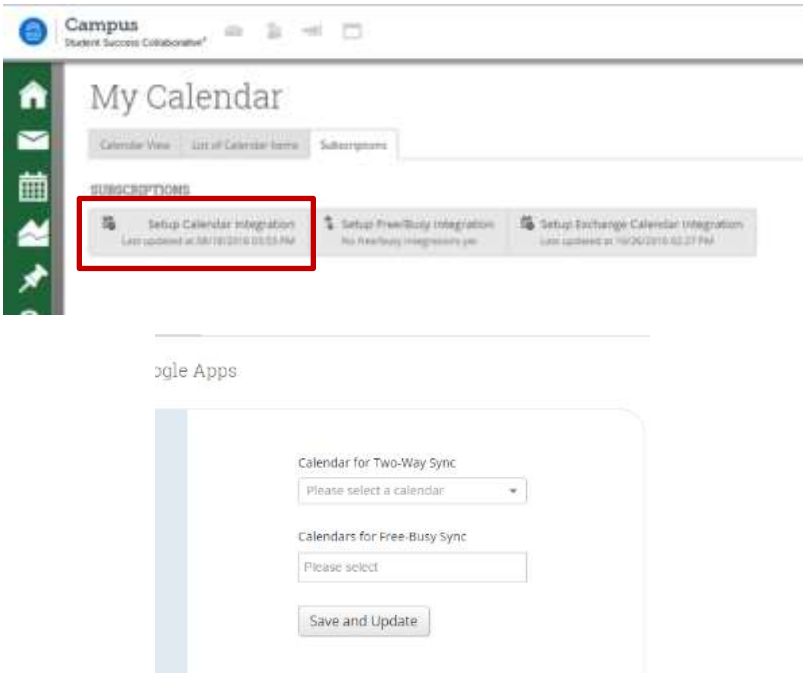
Setup Calendar Integration – GMU (Exchange) Calendar



1. Select Calendar from the left navigation panel.
2. Select the Subscriptions tab.
3. Select “Setup Exchange Integration” from the far right, and
4. Select “Enable Integration with Exchange”
5. Allow 24 hours for sync to complete. For most users, sync is complete within a few minutes

Setup Calendar Integration – Google Calendar

1. Make sure you are logged in to the appropriate Gmail account.
2. Select Calendar from left navigation panel.
3. Select “Setup Calendar Integration” from the far left.
4. Select the Google Integration tab and click Connect with Google. Click allow.
5. Choose the appropriate calendar for two-way sync. You can send additional free/busy times to your SSC calendar using the “Calendars for Free-Busy Sync” drop down. Most users will leave this blank.



Please note: It is important for all reoccurring appointments to have an end date to allow SSC-Campus to read the appointment accurately. For instance, if you have a reoccurring staff meeting or a lunch hour that is perpetually blocked off, set that reoccurrence pattern to end at some point in the future.

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6. Confirm by going back to the SSC Calendar from the left navigation panel. Your synced calendar appointments will show as Free/Busy. If you teach a class, it will show as a “Course” shaded in blue. Likewise, as you schedule other appointments in SSC you will see them color coded.

7. Confirm by going to your synced Exchange or Google calendar. Your SSC appointments will show as “SSC Advising” and the selected reason for the appointment. We know that having the student’s name in the appointment would be helpful, and have already asked the vendor for this enhancement.

Please note: It is important for all reoccurring appointments to have an end date to allow SSC-Campus to read the appointment accurately. For instance, if you have a reoccurring staff meeting or a lunch hour that is perpetually blocked off, set that reoccurrence pattern to end at some point in the future.