Sync SIU Outlook Calendar
With SSC Campus Calendar

1. Open your Microsoft Outlook client and go to your calendar.

2. Click on the Share icon at the top of the calendar.

3. Type SSCCampusCalendar in the field, then choose the level of access from the drop down menu, click [Share].
   Recommend: “Can view when I’m busy”.

4. Verify that SSCCampusCalendar was added to your share list, then click [Done].

5. Open SSC Campus and verify that your calendar has been synced.
   Appointments that you have on your Outlook calendar will show as “Busy” only.
   Now you can begin to setup your appointment availability in SSC Campus.