Synching Your Calendar

The Exchange Calendar integration is a two-way sync. Outlook events will appear in Campus and Campus events will appear in Outlook.

1. As a user with the Allow Exchange Calendar Sync permission enabled, navigate to your Calendar.

2. Click on the **Settings and Synch**.

3. Click **Setup Sync...**

Calendar Settings

Last Sync: N/A

Setup Sync...
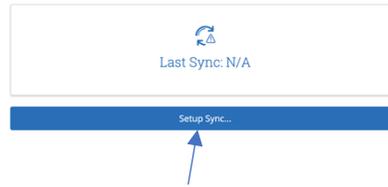
4. Click **Microsoft Outlook**.

Calendar Settings: Setup

Please Choose Your Calendar Application:

Microsoft Outlook

Google Calendar

Other Applications

Go back...
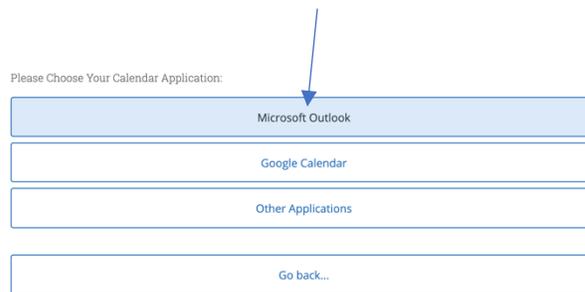
5. Click **Outlook Service Accounts**

Calendar Settings: Setup

Choose Sync For Microsoft Outlook:

Outlook Service Accounts Will be deprecated in 2020.

Go back...

Note: Events synced are limited to 3 months in the past and 12 months in the future.