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.

MAVIGATE	= 1 -					Fall 2019 🔹 🔍 🔁
∩Stat	ff Home 🔻					MARSHALL
Students	Upcoming Appointments My Availability Appoint	ntment Queues Appointment Requests				Quick Links
My As	signed Students for Fall 2019 👻					Take me to
Actions	¥					Schedule a General Event
	STUDENT NAME - ID	WATCH LIST	CUMULATIVE GPA	PREDICTED RISK LEVEL		Record Class Attendance
*	. Caden	0		Moderate		Manage Assignments
	; Kelsie	0		Low		School Information
	Nick (Nicholson)	0		High		Campaigns
	wer, Lexi	0		High		Appointment Campaigns
	, Drake (James)	•		High		
	Stephanie	•		Moderate		Upcoming Appointments
1	ı, Quinlan			High		Advising in my Major/College
	, Charles			Moderate		With Savannah Roe 10/18/2019 09:00 AM
Previo	us 1 Next			1 ans	* 82 total results	Advising in my Major/College With Kevin Overbaugh 10/18/2019 12:30 PM
						Advising in my Major/College With Kenyon Carter 10/18/2019 01:00 PM
						and 1 other

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

K ON THE S	ettings and S	yncn.				Fall 2019 🔹 🔍 🛃
My Calendar	MARSHALL « Settings and					
🛛 Advising 🔽 Course 🔽	🛿 Assignment 🛛 General 🔽 Busy 🛛 Car	celled				🕂 Brita Calendar (DDD) 🛛 🗮 Add Calendar Du
October 20	19					today (day week month
5UN 29	MON So fam: Buty fam: Buty fam: Buty fam: Buty fam: Buty fam: Buty	TUE 1 12 13 14 14 15 16 14 14 14 14 14 14 14 14 14 14	VED 2 9mm Skuly 9mm Skuly Solo (55 Fredhman Fred Class 1933amn Skuly 1934amn Skuly 1934amn Skuly Fredhman Fred Class 1934amn Skuly Skuly 1934amn Sku	THU 3 9am Advance my Majorcollege 9am Advance in my Majorcollege 9aBaen Advance in my Majorcollege 9am Advance my MajorCollege 9am Advance my MajorCollege 9am Advance my MajorCollege	FRI 4. deam, Adving in my MajorCallege 198am Bury 198am Bury	SAT
6	7 Bani Uku 100 100 Freshwan Fres Class Ugan Bury Ugan Bury Ugan Uku 100 101 Freshwan Fres Class 238pan Adving in ny MgarCollege	8 19am Bury 1239am Bury 19am Ackerng n my Major/College 39am Bury	9 Rem: David 5155 Freshman Fres Class 12pm: Bury 12pm: Bury 12pm: Lob 105107 Freshman Fres Class 12pm: Adving in my Adjurz College 3pm: Course Scheduling	10 1933am Advang in my MajoriCalege 1236ym Advang in my MajoriCalege 1944 Navy	11 Ben Advang in my Major/Calege Balaan Advang in my Major/Calege Waan Jukang in my Major/Calege Tabahan Bury Tabahan Guranika Cacare Scheduling Tabahan Guranika Cacare Scheduling Tabahan Advances my Major/Calege Tam Bany Ban Carected: Advances in my Major/Calege	12 8-ny

- Click Setup Sync...
 Calendar Settings
 Last Sync. N/A
 Last Sync. N/A
 Course
- 5. Click Outlook Service Accounts



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