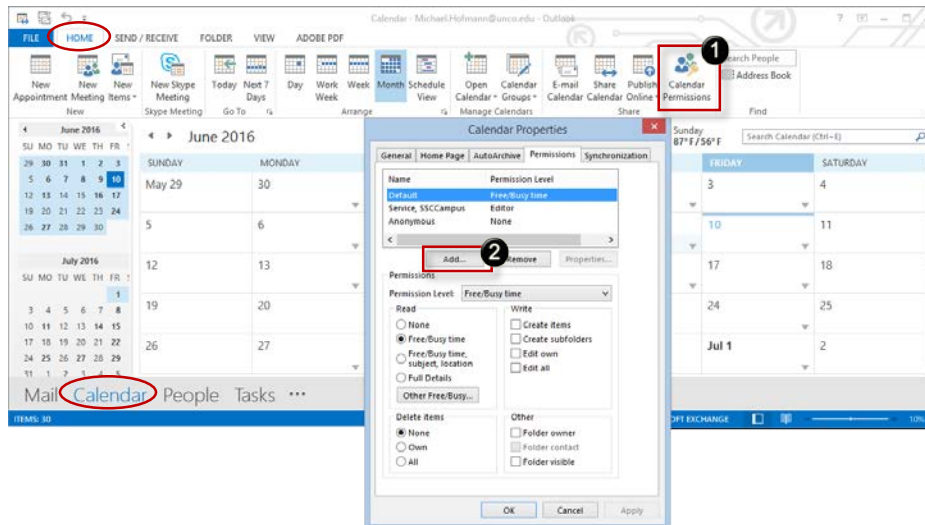


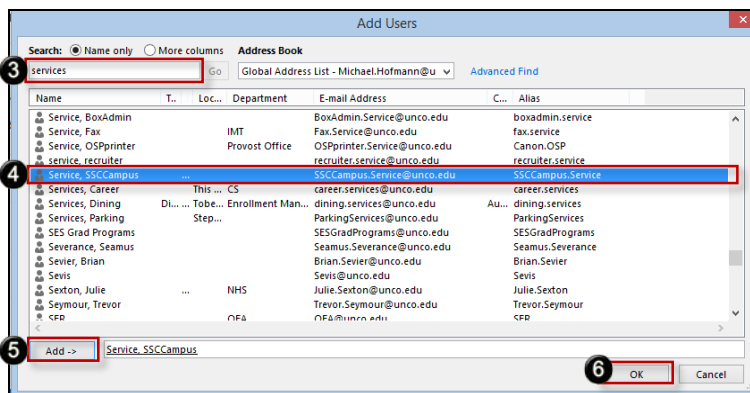
How to configure Outlook Calendar Permissions for SSC Campus:

1. Go to your Outlook Calendar Home tab and click on **Calendar Permissions**
2. Click **Add...** in the Calendar Properties window



When you click "Add" the Add Users window displays.

3. In the search field type in "service"
4. Select **Service, SSC Campus**
5. Click **Add**
6. Click **OK**



When you click "OK" the Calendar Properties window displays again.

7. Select Permission Level: **Editor**
8. Click **OK**

