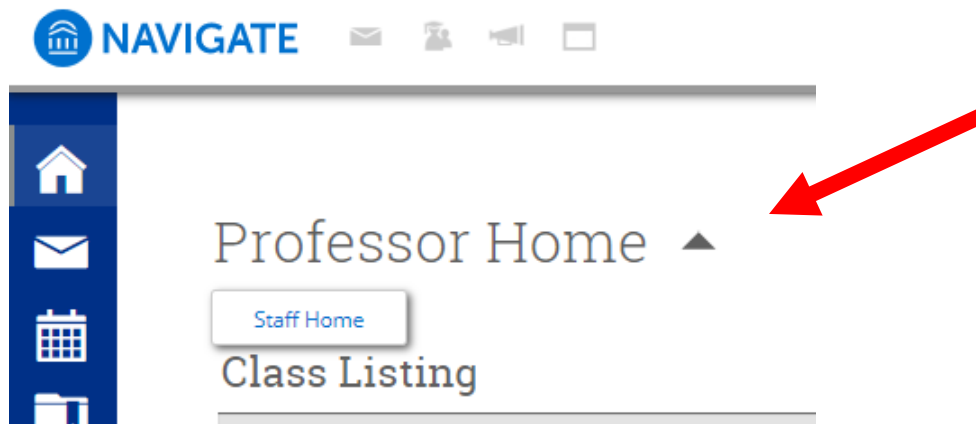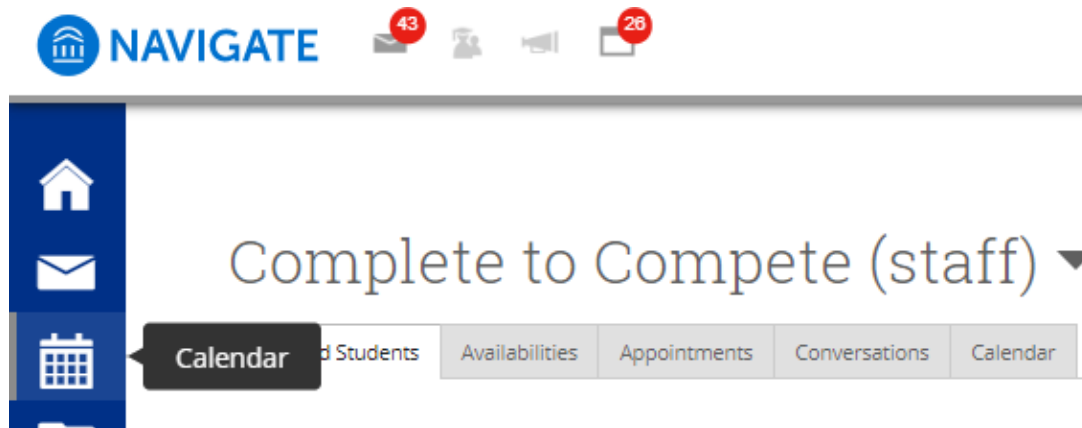Use the toggle next to **Professor Home** to select **Staff Home**.
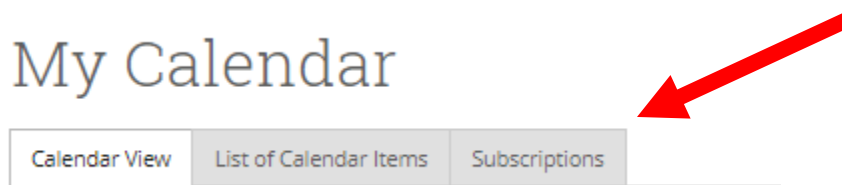
NOTE: Non-teaching staff members will default to the Staff Home

From the Staff Home Screen, click on **the calendar icon (3rd from top)** in the blue navigation bar on the left side of the screen.

Once the **My Calendar** screen loads, click on the **Subscriptions tab**

Select **Setup Exchange Calendar Integration**

My Calendar

| Calendar View | List of Calendar Items | Subscriptions |

SUBSCRIPTIONS

| Setup Calendar Integration | Setup Free/Busy Integration | Setup Exchange Calendar Integration |
| No calendar integrations yet | No free/busy integrations yet | No exchange calendar integrations yet |

Click on the **Connect with Exchange** button

| Exchange Integration |

Integrate Calendar Information From Exchange

Connect with Exchange

Disabled

Re-sync with Exchange

The calendar sync process may take several minutes to complete. You can move away from this screen as the process will continue working in the background.