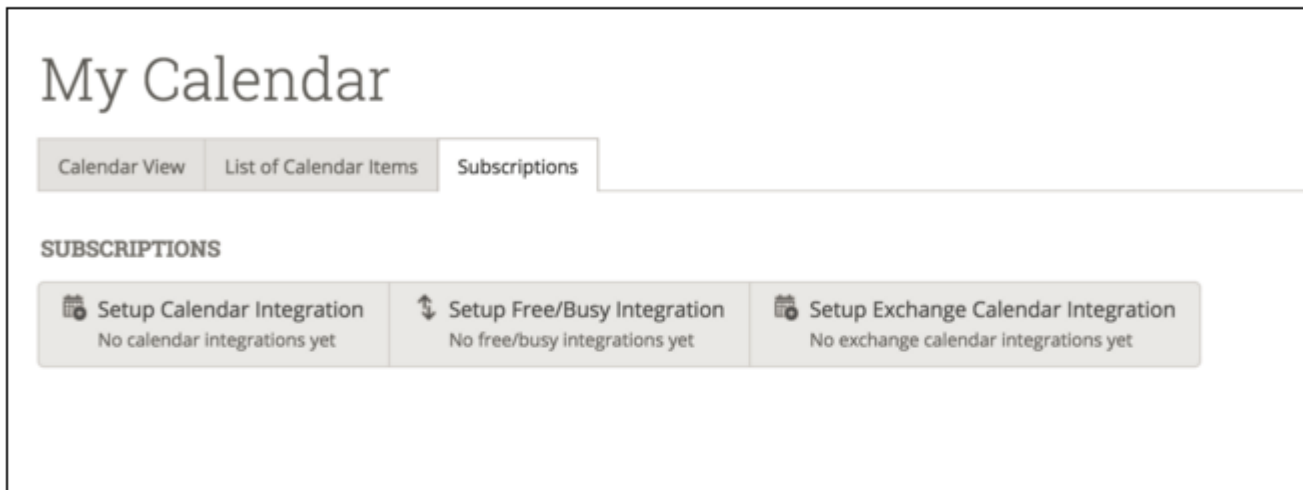


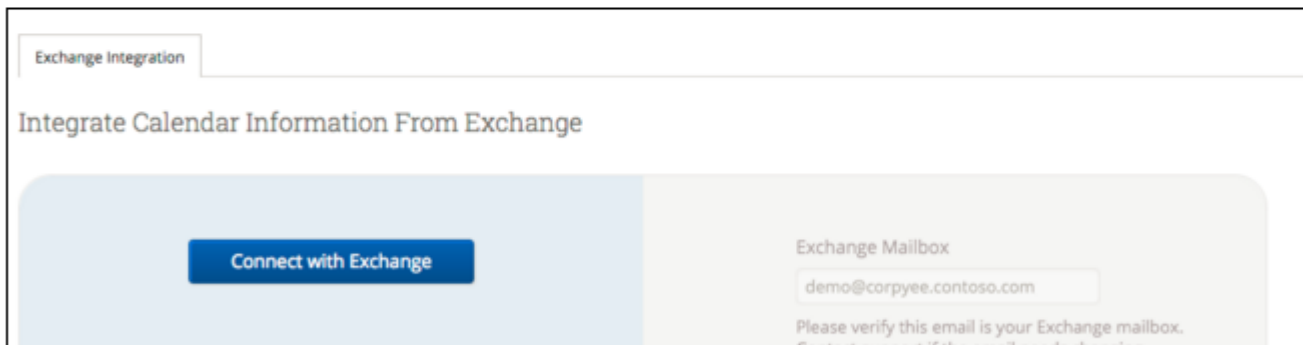
Syncing Calendars

1. As a user with the Allow Exchange Calendar Sync permission enabled, navigate to your Calendar.
2. Click on the Subscriptions tab. The click Setup Exchange Calendar Integration.



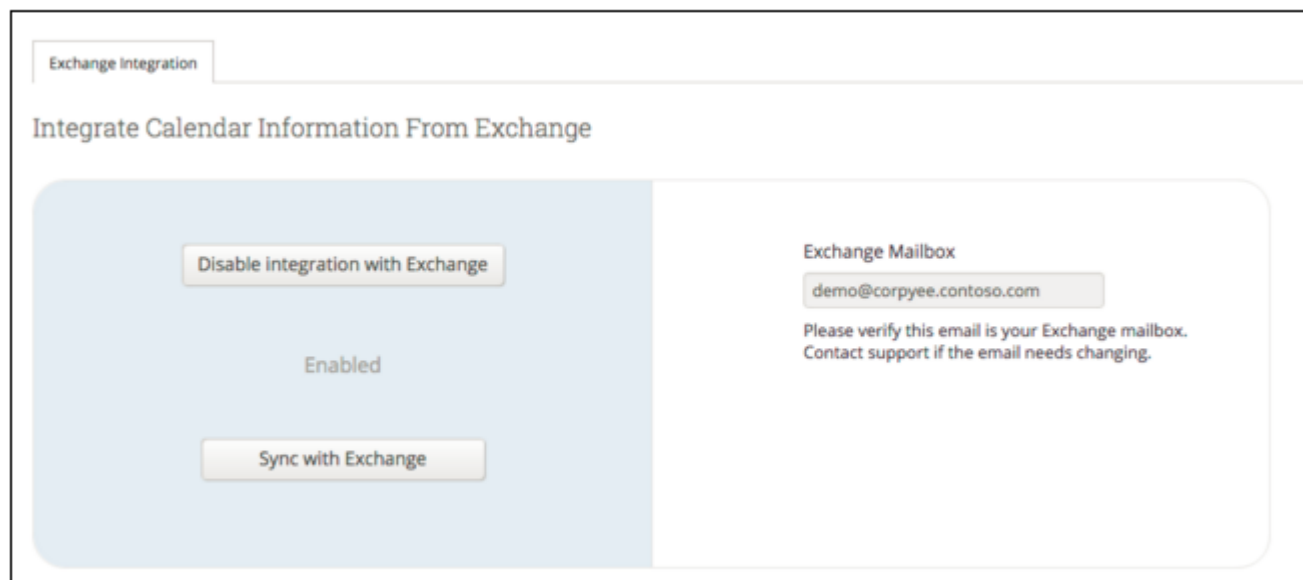
The screenshot shows the 'My Calendar' interface with the 'Subscriptions' tab selected. Under the 'SUBSCRIPTIONS' heading, there are three buttons: 'Setup Calendar Integration' (No calendar integrations yet), 'Setup Free/Busy Integration' (No free/busy integrations yet), and 'Setup Exchange Calendar Integration' (No exchange calendar integrations yet).

3. Click Connect with Exchange. Please wait while we connect to your Exchange account and sync your calendars.



The screenshot shows the 'Exchange Integration' setup screen. The title is 'Integrate Calendar Information From Exchange'. There is a blue button labeled 'Connect with Exchange'. To the right, there is a text input field for 'Exchange Mailbox' containing 'demo@corpyee.contoso.com' and a note: 'Please verify this email is your Exchange mailbox. Contact support if the email needs changing.'

4. Once your account is enabled and synced, you'll see "Enabled" displayed on the screen.



The screenshot shows the 'Exchange Integration' setup screen after successful connection. The title is 'Integrate Calendar Information From Exchange'. The 'Connect with Exchange' button is replaced by 'Disable integration with Exchange'. The status 'Enabled' is displayed in the center. Below it is a 'Sync with Exchange' button. The 'Exchange Mailbox' field still contains 'demo@corpyee.contoso.com' with the same verification note.