Subscribe to your SSC Calendar

**Step 1: Get Your SSC calendar feed URL**

1. In SSC, navigate to the **Calendar** tab.
2. Click the **Subscriptions** tab.
3. Click on **Setup Calendar Integration**.
4. On the **External Calendaring Setup** tab, you will see a URL displayed, beginning with "webdav://".
Select the text of this URL and copy it to your clipboard (Control + C).

**Step 2: Subscribe to your SSC calendar**

1. In iCal (Calendar) for Mac, click the **File** menu and select **New Calendar Subscription.**
2. Paste in your SSC calendar URL.

3. Click **Subscribe.**

Publish your calendar events to SSC

**Step 1: Get your GradesFirst publishing URL**

1. In SSC, navigate to the **Calendar** tab.
2. Click the **Subscriptions** tab.
3. Click on **Setup Free/Busy Integration**.
4. Click the **Mac Outlook Integration** tab.
5. You will see a URL displayed, beginning with "https://". Select the text of this URL and copy it to your clipboard (Control + C).

**Step 2: Publish your calendar to SSC**

1. In iCal or Calendar for Mac, click the **Calendars** button in the top left corner of the application.

2. Right-click on the calendar you wish to integrate with GradesFirst, and select **Publish**.

3. In the **Publish calendar** dialog, if you see a **Publish on** field, select **A private server.**
Then, paste your SSC publishing URL into the **Base URL** field. ****
4. For the **Login** and **Password** fields, add a single space into each. iCal requires that the field to contain information, but not any actual login credentials.
5. Check the **Publish changes automatically** checkbox.
6. Click **Publish**.

Add a few test appointments to your Outlook calendar. your appointments should appear on your SSC calendar as **Busy** blocks.