1. Access your Northwest Success 360 account.
2. Click the drop-down menu by your name, and **choose Email Notifications** or choose the Email Notification tab.

3. Click the box that says **“Read busy times from my external Exchange calendar”**

For more information on Northwest Success 360, visit [http://www.nwmissouri.edu/academics/success360/faculty.htm](http://www.nwmissouri.edu/academics/success360/faculty.htm)

For questions or feedback, contact the Student Success Center at studentsuccess@nwmissouri.edu or 660-562-1695