



## Sync Outlook Calendar to Claromentis

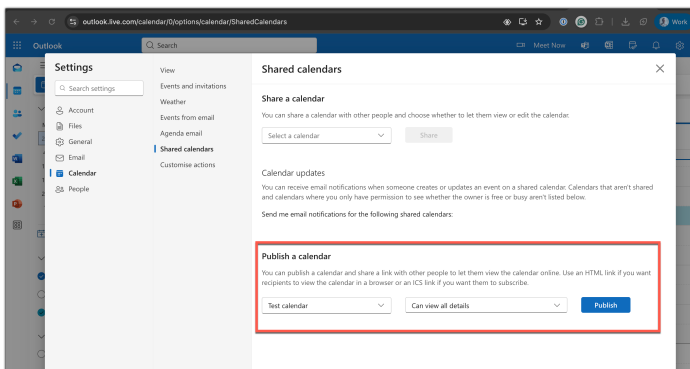
### Overview

It is possible to display public Outlook Calendar(s) in the Intranet by generating an iCal URL and tying this address to an Intranet calendar.

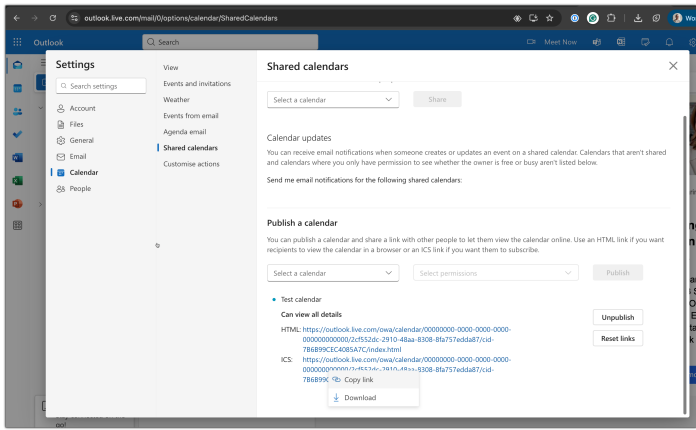
Starting from Claromentis v8.13.13, internet Calendars will be synced with Claromentis every 12 hours (twice a day) In previous versions, this only happened once (at import)

### How to

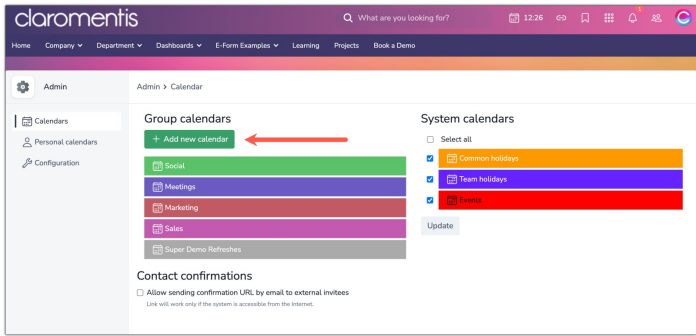
1. Log into/open Outlook
2. Click on the 'settings' icon > Shared calendars
3. In 'Publish a Calendar' choose your desired calendar and set 'can view all details', then click 'Publish'



3. The ics link will now appear, click on it and copy it using the option

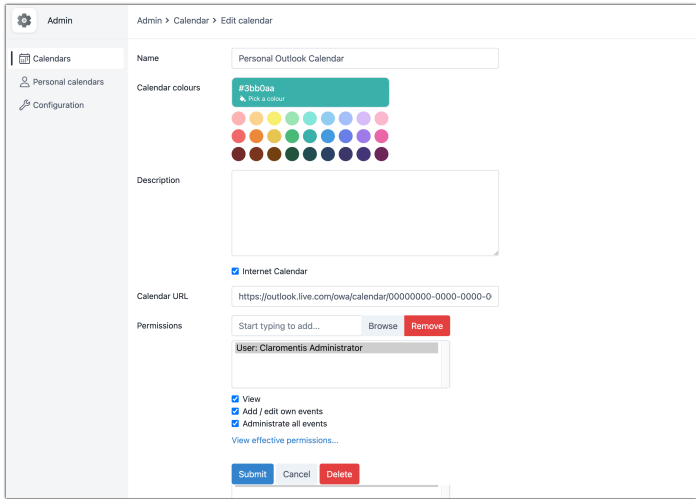


4. In the Intranet, **create a new calendar** to host the link and show its events (if one does not already exist)

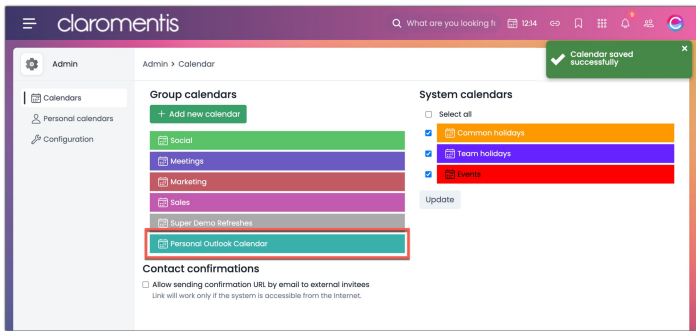


6. Edit the calendar, add a name, description and check the box for 'Internet Calendar'.

7. Paste the Outlook iCal URL into the 'Calendar URL' field and enter appropriate Intranet user permissions for the calendar.



8. Click 'Submit' to save the calendar; it will now appear listed:



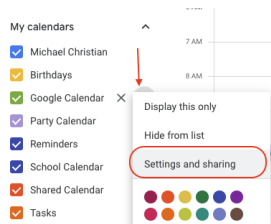
9. Monitor the calendar on the front end and check that the events start pulling through to the Intranet Calendar (for users that were given permissions to view it)

In v8.13.13+ systems, the Intranet will check and update Internet Calendars every 12 hours (twice a day)

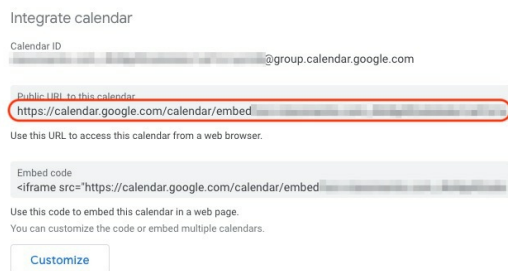
## Embedding Outlook Calendar in Pages

Alternatively, it is also possible to embed a Google Calendar on an intranet Page, which does not require it to be public.

1. Log in to [Google Calendar](#).
2. Under My Calendars on the left-hand menu, locate your calendar account and click to expand its option, select **Settings and Sharing**.

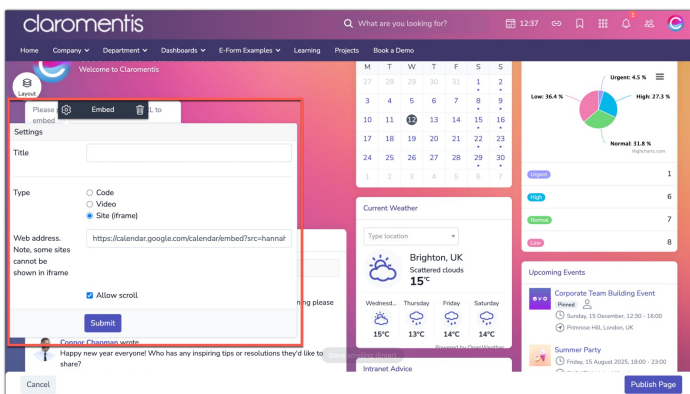


3. Under **Integrate calendar** section, copy the Public URL to this calendar

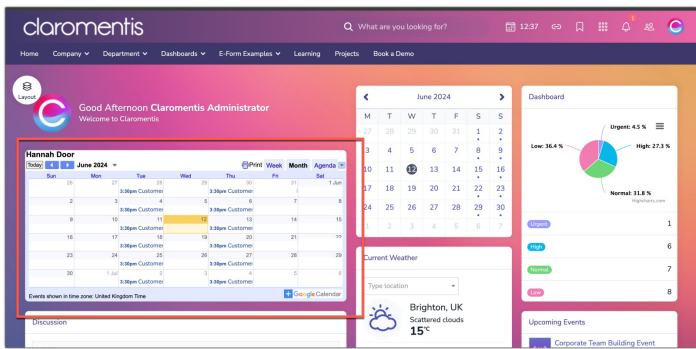


4. Edit the page and select the embed component.

Choose the 'site' type and paste the public URL into the web address field.



5. Click submit in the component and check in the page, the calendar should now pull through to and display in the embed component.



**Do I have to make my calendar public if I use the embed method?**

No, you don't have to make your personal calendar public, but you have to make sure users who need to see your calendar events have permission to the actual events in Google Calendar.

In most cases, they have to be authenticated with Google when viewing embedded calendars in Claromentis.

Here is an example of what the user will see when they don't have permission to view one of the events:



Created on 12 August 2025 by [Hannah Door](#)

Tags: [calendar](#), [event](#), [outlook](#), [sync](#)