How to display Claromentis Calendar in Outlook Office 365
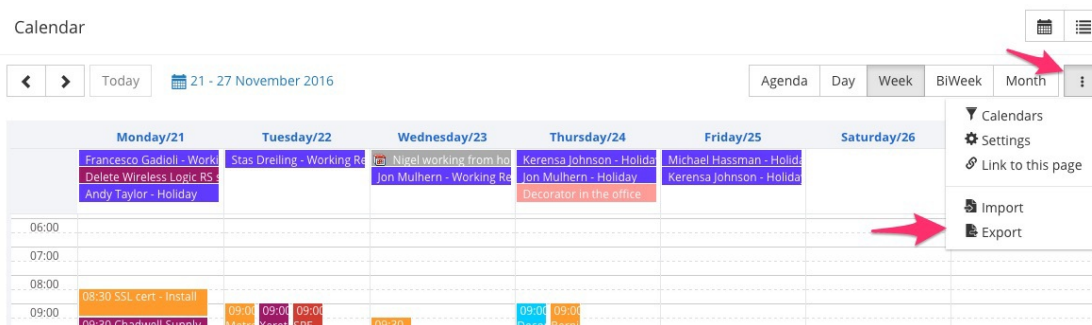
Overview

This guide allows you to display Claromentis Calendar in Outlook in Office 365.

For instance, you may have a staff holiday calendar displayed in Claromentis and you wish to see this alongside your usual meeting and appointments stored in Outlook.

Step 1 - Export Calendar

Navigate to **Application > Calendar**, and select **Export Calendar**.

Step 2 - Configure Export URL

Select which calendar you wish to export, choose **Create URL** and date range.

Step 3 - Copy generated URL

Copy the URL generated by export to be imported in Outlook 365.

Step 4 - Add Calendar in Outlook 365

Open Outlook in Office 365 and click on **Add calendar > From Internet**.
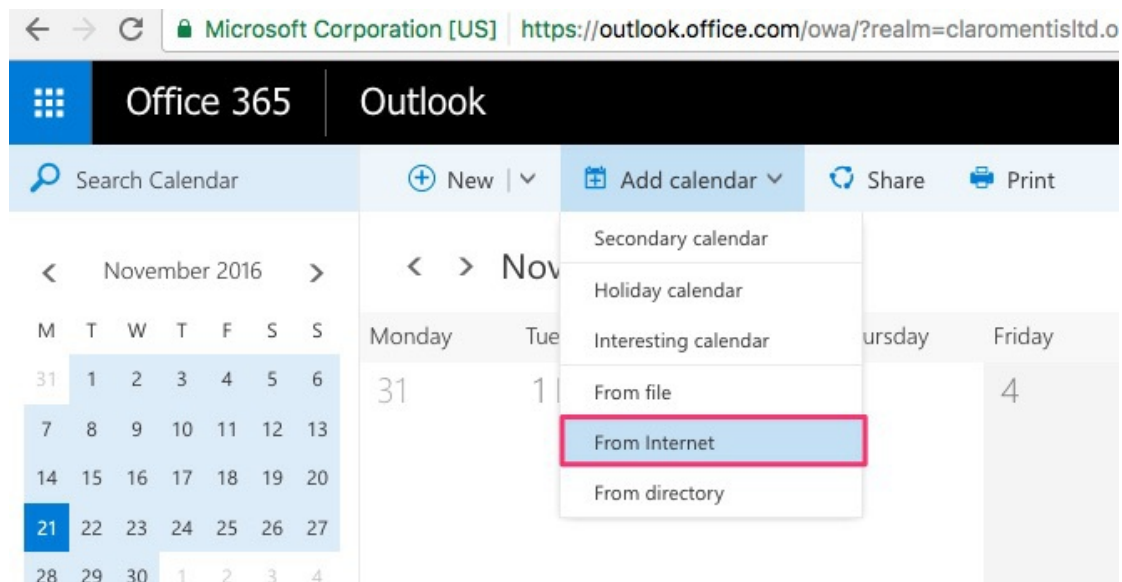
Step 5 - Paste Calendar URL

Paste the calendar URL and save it to import the Calendar.

Calendar subscription
Subscribe online and keep up to date.

Link to the calendar

https://codedev.claromentis.com/intranet/calendar/export.php/00afcb094b.ics

Calendar name

Claromentis Calendar

Step 6 - Outlook Office 365

You will now see Claromentis Calendar from Outlook 365 listed under **Other Calendars.**

Last modified on 30 November 2023 by Hannah Door

Created on 21 November 2016 by Michael Christian
Tags: calendar, office365, outlook