

How to display Claromentis Calendar in Outlook Office 365

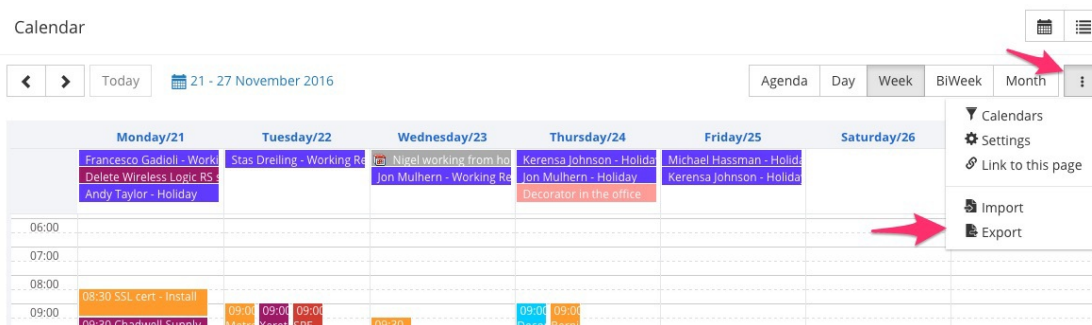
Overview

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.

Export ✕

Select calendars

All calendars

⌵

⬅

☐ one-off ☒ Create url

from

1 month before

⌵

⬅

to

1 year from today

⌵

⬅

Edit iCal links

Close

Create URL

Step 3 - Copy generated URL

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

Export ×

Select calendars All calendars

☐ one-off ☒ Create url

from 1 month before

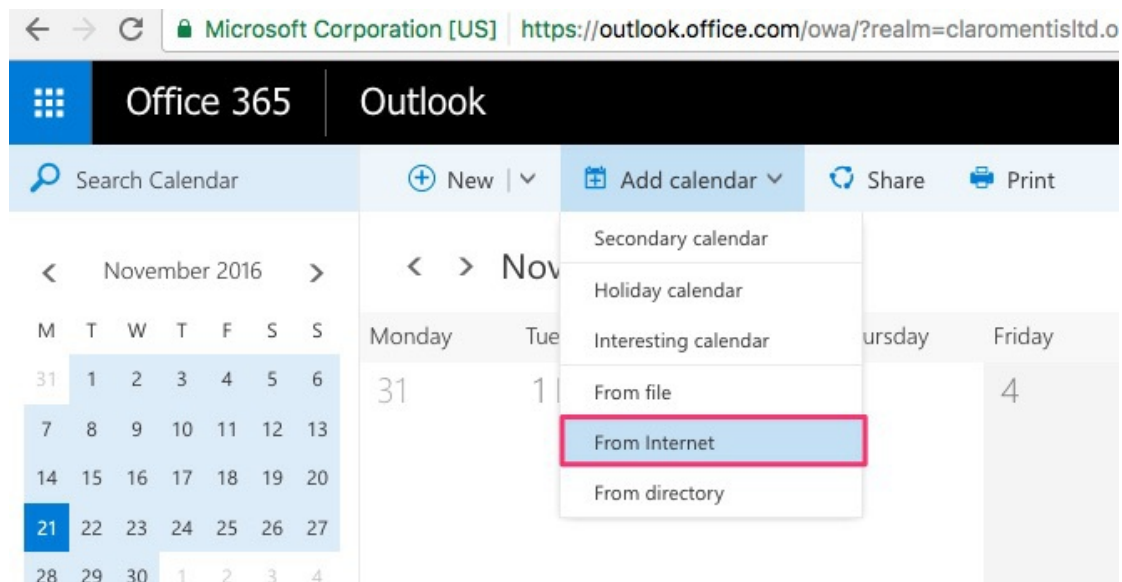
to 1 year from today

<https://codedev.claromentis.com/intranet/calendar/export.php/00afcb094b.it> [🔗](#)

[🔗 Edit iCal links](#) [Close](#) [Create URL](#)

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**.

The screenshot shows the Outlook Office 365 interface. The top bar includes the Office 365 logo and the Outlook title. Below the top bar, there's a search bar and navigation options like 'New', 'Add calendar', 'Share', and 'Print'. The main view is a calendar for November 2016, showing a grid of days with various events. On the left sidebar, there's a 'Your calendars' section with 'Calendar' and 'United Kingdom holidays'. Below that, the 'Other calendars' section is expanded, showing the 'Claromentis Calendar' subscription. The calendar grid displays events for various people, including Andy Taylor, Francisco, Ivan Bandura, Kerensa Johnson, and Michael Christian, with dates ranging from November 1st to 27th.

Last modified on 30 November 2023 by Hannah Door

Created on 21 November 2016 by Michael Christian

Tags: calendar, office365, outlook