

Sync Claromentis calendar(s) to Outlook

The guide will cover how to display events from a Claromentis Calendar in Outlook in Office 365.

You may wish to view certain Intranet events externally like staff meetings or social events.

To achieve this a URL is generated in the Intranet that includes the calendar events of your choice, this is then saved in Outlook and events will appear in Outlook.

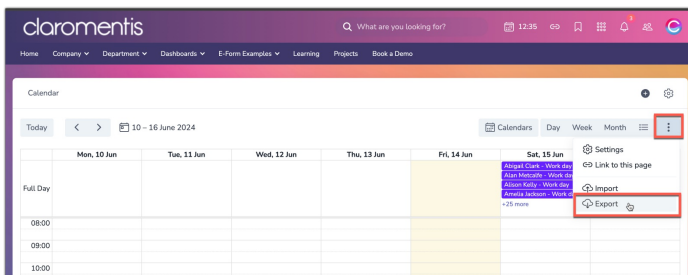
New events added in the Intranet calendar will appear in Outlook after the sync runs [every ~3 hours](#).

Adding Intranet events to Outlook calendar

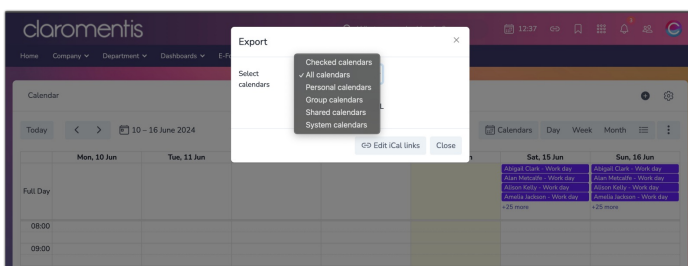
Users will only be able to export events for calendars they have permission to see.

Single calendars can be exported or multiple together.

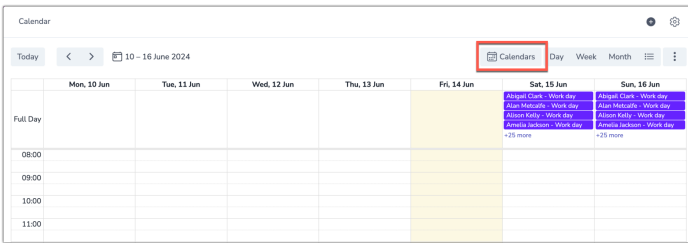
1. Head to Applications > Calendar
2. Click the 3 dot menu and select 'Export'



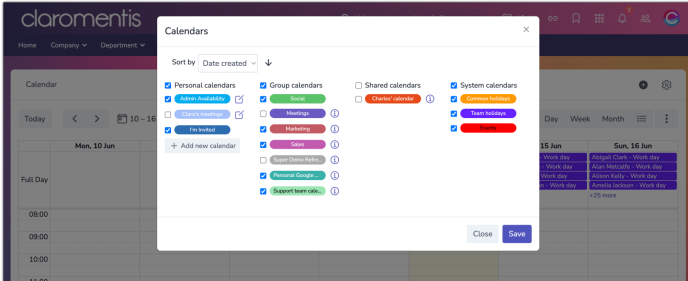
3. A pop-up will appear, select only the calendar(s) you wish to export:



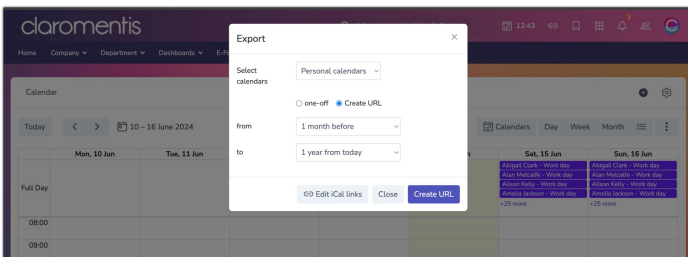
The choices here equate to the calendars a user has permission to see in the Calendar area:



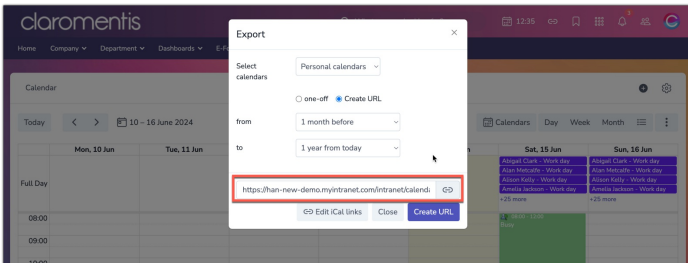
'Checked calendars' are those with the tick box selected, the other options relate to the titles for each column:



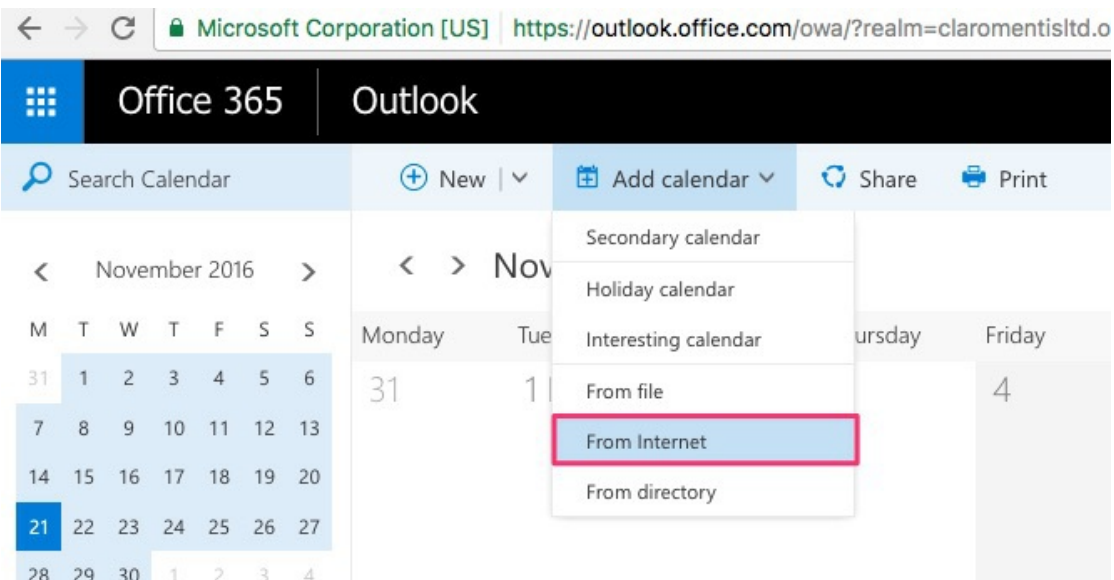
4. Select the 'URL' option and set the range of events you wish to export from the calendars (the min/max is 1 year before or 1 year after the current date)





5. Click 'Create URL' and a field for this will appear with a URL in it, copy this:



6. Open Outlook in Office 365 and click on 'Add calendar' > 'From Internet':



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

 Save  Discard

Calendar subscription

Subscribe online and keep up to date.

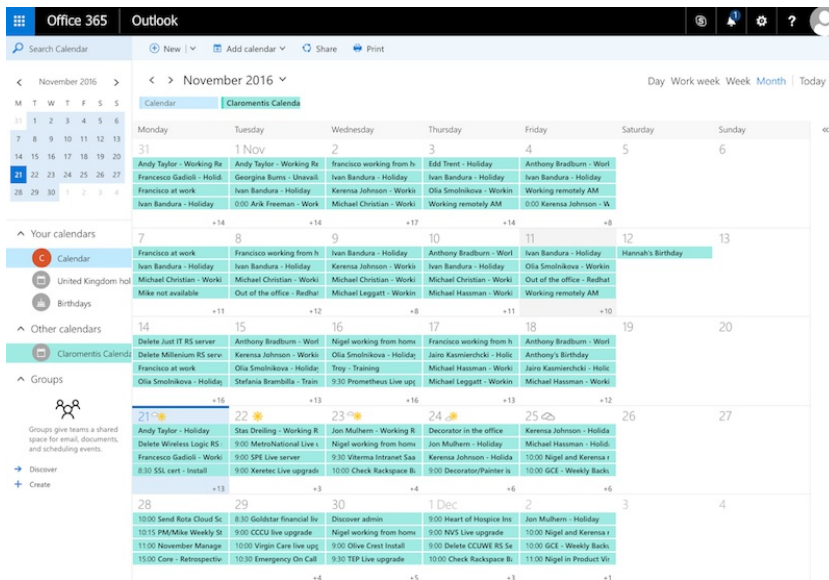
Link to the calendar

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

Calendar name

Claromentis Calendar

8. Check the claromentis calendar appears in Outlook under 'Other calendars':



The screenshot shows the Outlook interface with the 'Claromentis Calendar' added to the 'Other calendars' section. The calendar view displays a grid of events for November 2016, with various tasks and meetings listed for each day.

9. All events for the time range and calendars included in the export will appear in Outlook (all changes may take 24 hours)

New events added in the Intranet will appear in Outlook when the sync runs.

Created on 14 June 2024 by Hannah Door

Tags: calendar, office365, outlook, event