Link to article: https://discover.claromentis.com/knowledgebase/articles/296/sync-claromentis-calendars-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'

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Calenda	ar									0	۲
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3. A pop-up will appear, select only the calendar(s) you wish to export:

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

Calendar							•
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08:00							
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'Checked calendars' are those with the tick box selected, the other options relate to the titles for each column:

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08:00						
09:00				Close Save		
10:00						
11.00						

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':

←	\rightarrow	C	Microsoft Corporation [US]	https://outlook.office.com/owa/?realm=claromentisltd.c
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P	Sea	rch C	alen	dar			Ð	Nev	v I V	🗄 Add calendar 🗸	🗘 Share	🖶 Print
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14	15	16	17	18	19	20			- 1	From directory		
21	22	23	24	25	26	27						
28	29	30	1	2	3	4						

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



Calendar name

Claromentis Calendar

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

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P	Search Calendar	⊕ New ∽ 🛛 🖬	Add calendar 👻 🖸 Sh	are 😑 Print				
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м	T W T F S S	Calendar	Claromentis Calenda					
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14	15 16 17 18 19 20	31	1 Nov	2	3	4	5	6
21	22 23 24 25 26 27	Francesco Gadioli - Holid	Georgina Burns - Unavail	Ivan Bandura - Holiday	Ivan Bandura - Holiday	Ivan Bandura - Holiday		
28	29 30 1 2 3 4	Ivan Bandura - Holiday	0:00 Arik Freeman - Work	Michael Christian - Worki	Working remotely AM	0:00 Kerensa Johnson - W		
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		10:00 Send Rota Cloud Sc 10:15 PM/Mike Weekly St	8:30 Goldstar financial liv 9:00 CCCU live upgrade	Discover admin Nicel working from home	9:00 Heart of Hospice Ins 9:00 NVS Live upgrade	Jon Mulhern - Holiday 10:00 Nigel and Kerensa r		
		11:00 November Manage 15:00 Core - Retrospectiv	10:00 Virgin Care live upg 10:30 Emergency On Call	9:00 Olive Crest Install 9:30 TEP Live upgrade	9:00 Delete CCUWE RS Se 10:00 Check Rackspace Bi	10:00 GCE - Weekly Back. 11:00 Nigel in Product Vir		
			+4	+5	+3	+1		

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