



## Calendar FAQ'S

### Can I notify external users about a calendar event?

External users cannot be notified about Intranet [calendar events](#) unless they are added to it as a guest.

To become available as a guest simply type their email address in the field provided. If there is no existing contact this new email address will be added to your personal [Contact](#) in the People application automatically.

Guests will receive notifications about the event which they can add to their own personal calendars.

A screenshot of the 'Add/Edit event' form in the Claramentis system. The form is titled 'Calendar / Add/Edit event' and contains several sections: 'Name' (Big Meeting), 'When' (06-10-2022 11:00 - 11:30), 'Location' (with a 'Link room' button), 'Calendar' (set to 'Social'), and 'Description'. There are also checkboxes for 'Full day', 'Repeat', 'Personal event without participants', and 'Set reminder?' (30 min). The 'Are you going?' section has radio buttons for 'Yes', 'No', and 'Unknown'. A 'Send notifications about event changing' checkbox is at the bottom. On the right, there are sections for 'Invited people' (showing 'Claramentis Administrator' with status 'Unknown' and notification 'Sent') and 'Add guests' (with a search field and a dropdown menu showing 'test user (testuser@claramentis.com)').

### Can I two-way sync a calendar with Claramentis?

Currently, a two-way sync in a calendar and the Intranet cannot be established, but it is something we would like to provide in the future.

What can be achieved is a one-way sync of [Internet calendar](#) information either from Claramentis to an External provider or vice versa.

(e.g. Claramentis to Gmail, Outlook etc)

The events that are synced from the source location are read-only in the second location.

The second location will update with new events when added to the source on the next sync, but adding events to the calendar in the second location will not appear in the source.

Due to this, the sync is effective only in one direction.

### Resources:

- [Learn more about Internet Calendar](#)
- [How to display Google Calendar in Claramentis](#)
- [How to display Claramentis Calendar in Outlook Office 365](#)
- [How to display Claramentis Calendar in Google Calendar](#)

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Tags: [calendar](#), [FAQ](#), [event](#)