



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 Clarentis application. The form is divided into several sections. On the left, there are fields for 'Name' (Big Meeting), 'When' (06-10-2022 11:00 - 06-10-2022 11:30), 'Location' (empty), 'Calendar' (Social), and 'Description' (empty). There are also checkboxes for 'Full day', 'Repeat', 'Set reminder?' (30 min), and 'Are you going?' (Yes, No, Unknown). On the right, there is a section for 'Invited people' with a table showing 'Name', 'Status', and 'Notification'. The table has one entry: 'Clarentis Administrator' with status 'Unknown' and notification 'Sent'. Below this is an 'Add user' button. There is also a section for 'Add guests' with a table showing 'Name', 'Status', and 'Notification'. The table has one entry: 'test user (testuser@claromentis.com)' with status 'Unknown' and notification 'Sent'. Below this is a 'More...' link.

Can I two-way sync a calendar with Clarentis?

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 Clarentis to an External provider or vice versa.

(e.g. Clarentis 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 Clarentis
- How to display Clarentis Calendar in Outlook Office 365
- How to display Clarentis Calendar in Google Calendar

