



Adding an Internet Calendar

What is an Internet Calendar?

Calendar information is shared through the Internet using a file upload or URL, allowing its events to be displayed between people regardless of the application used to create it.

This means events created in the source calendar will appear in other places where the file has been uploaded or the link has been placed, i.e. the Intranet.

There are two types of Internet calendars that Claromentis supports:

- **Snapshot** - Static iCal File that only imports the events the file contains, or a one-off import from a URL
- **Subscription** - URL that syncs events from the source calendar to other places i.e. the Intranet (v8.13.13+ only) or external providers like Google Calendar or Outlook

What events do you want to see where?

There are two directions calendar information can be moved, and it's important you know which one you are trying to achieve:

1. Intranet calendar(s) appear in an external provider, e.g. Google Calendar, Outlook
2. External calendar events, e.g. Google Calendar, Outlook, appear in a chosen Intranet calendar

For either direction, the calendar events being exported from are referred to here as the source, and the place where the events will be imported to is called the second location.

e.g. If I import Intranet calendar events to a Google Calendar, the Intranet calendar is the source and the Google Calendar is the second location.

If I import Outlook events to the Intranet Calendar, then Outlook is the source and the Intranet is the second location.

How to import events

For either direction, there are two ways to import events:

- a. Using an iCal file
- b. Setting up a sync (v8.13.13+)

Option a is more work, as every file imported is a one-off upload of events to the second location, as they were in the source at that time.

Whereas option b allows events from the source to sync to the second location automatically.

Therefore, we recommend using option b to save time and effort.

Set up a subscription (syncing) calendar (v8.13.13+ only)

Synced calendars should be read-only and treated as a calendar subscription.

1b - Intranet calendar(s) sync to an external provider

Here are the steps to follow for:

[Google Calendar](#), [Outlook](#)

2b - External calendar events sync to a chosen Intranet calendar

Here are the steps for:

[Google Calendar](#), [Outlook](#)

In either scenario, the sync is only one way, which means changes made in the source location will update in the second location when a sync runs.
What is not possible is for changes made in the second location to update in the source.

Created on 12 June 2024 by [Hannah Door](#). Last modified on 4 November 2025

Tags: [calendar](#), [email](#), [sync](#), [internet calendar](#)