



## Adding an Internet Calendar

### What is an Internet Calendar?

Internet Calendars are calendars that are shared through the Internet. This allows calendar information to be exchanged between people regardless of the application that is used to create or view the information.

Internet Calendars use the iCalendar format (not to be confused with Apple's iCal) and have the .ics file name extension.

There are two types of Internet calendar

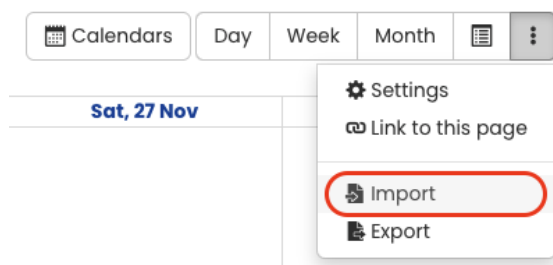
- **Snapshot** - Static iCal File
- **Subscription** - Accessible through web address / URL

### Adding Snapshot iCal File to Claromentis Calendar

You can get iCal files by exporting them from many popular calendar applications or being sent a file directly in an email.

This file will be a static calendar that can be updated only after the calendar owner sends you a new Calendar Snapshot and this is imported again into Claromentis.

1. Navigate to **Calendar** Application
2. Expand the menu and click on **Import**



3. Select the iCal file from your PC

## Import



iCal File

Choose file

No file chosen

iCal URL

Import option

Update same tasks (with same ID's)



Import to calendar

Sales & Marketing



Close

Import

### Adding a Subscription URL to Claromentis Calendar

There are two places where you can add a calendar subscription in Claromentis

- Import to Personal / Existing Calendar
- Import to a new Group Calendar

#### - Importing Calendar Subscription URL to a personal/existing calendar in Claromentis

Use this method if you wish to import a subscription calendar to your personal calendar or existing calendar that has been created in Claromentis.

1. Navigate to **Calendar** Application
2. Expand the menu and click on **Import**
3. Enter the iCal URL and select which calendar to import to.

## Import



iCal File

Choose file

No file chosen

iCal URL

<https://www.officeholidays.com/ics-all/united-ki>

Import option

Update same tasks (with same ID's)



Import to calendar

School Calendar



Close

Import

#### - Importing Calendar Subscription URL to a Group Calendar

1. Navigate to **Admin > Calendar**
2. **Add new Calendar**
3. Check box **"Internet Calendar"** and you will be presented with the field to populate with the link to iCal
4. Set the properties and Calendar permission as usual.

☒ Internet Calendar

**Link iCalendar**

How often will the internet calendar be synced with Claromentis?

## Can I add new events to the Internet Calendar from Claromentis?

Claromentis will check for new events in the external calendar and add these on a sync - it will not be able to add any new events created in Claromentis for that calendar to the external calendar.

## Where can I find the source of the iCal URL?

<https://www.officeholidays.com/>