Syncing Outlook Calendar (iCal link)
To Slate for Appointment Scheduling
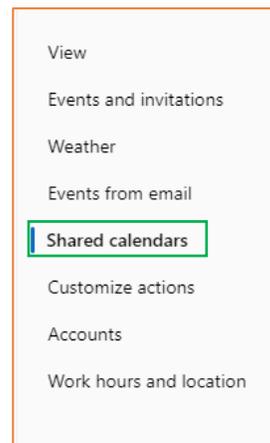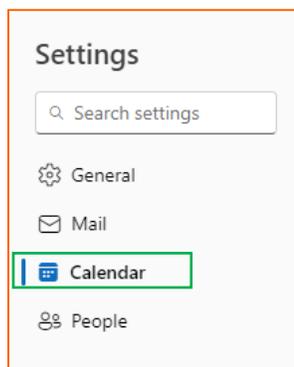# STEPS 2&3 ARE NEW DECEMBER 2024

STEP 1: Publish your Outlook Calendar

- Navigate to http://cowboymail.okstate.edu and log in *(web version of the email client)*
- Click the "Settings" icon the top right corner menu

- From the resulting screen left-hand menu, choose "Calendar", then choose

"Shared Calendars" from the middle menu

IF YOU GET AN ERROR MESSAGE OF:

"UNABLE TO LOAD THESE SETTINGS. PLEASE TRY AGAIN LATER."

UNDER "Shared Calendars," FOLLOW THESE STEPS:

1. Go to your Calendar in Web Mail (https://outlook.office.com/mail/).

2. Under My calendars, open calendar -> Sharing and Permissions

3. Without changing anything, close out of sharing and permissions.

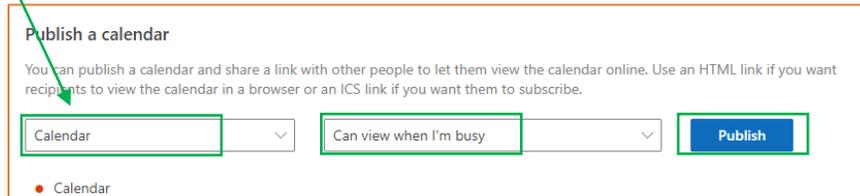4. Navigate back to Shared calendar settings at:
https://outlook.office.com/calendar/options/calendar/SharedCalendars
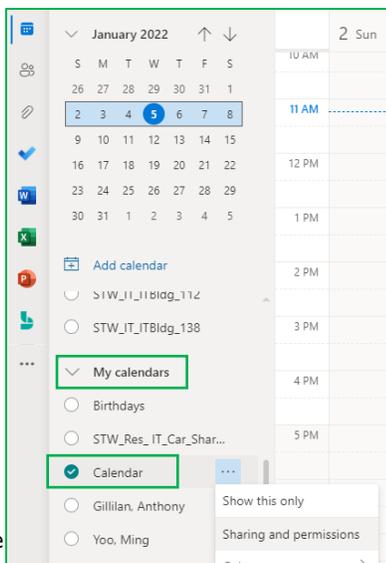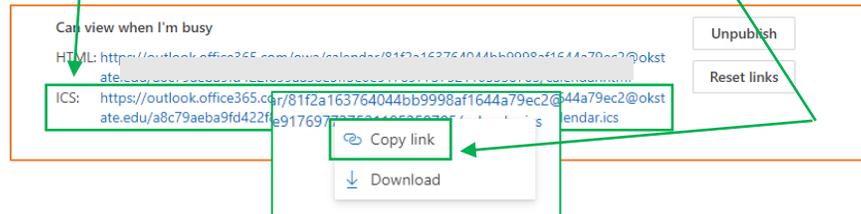
(Continued from Step1)

- Under "Publish a calendar," choose *Select a calendar*
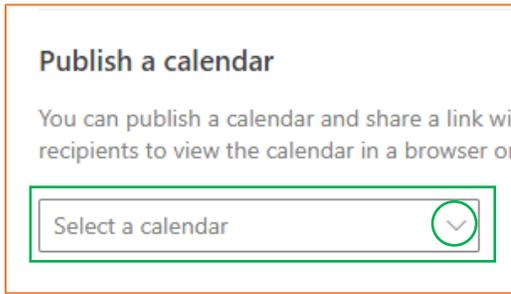
  o Select the appropriate calendar; Select permissions: "Can view when I am busy"; **PUBLISH**
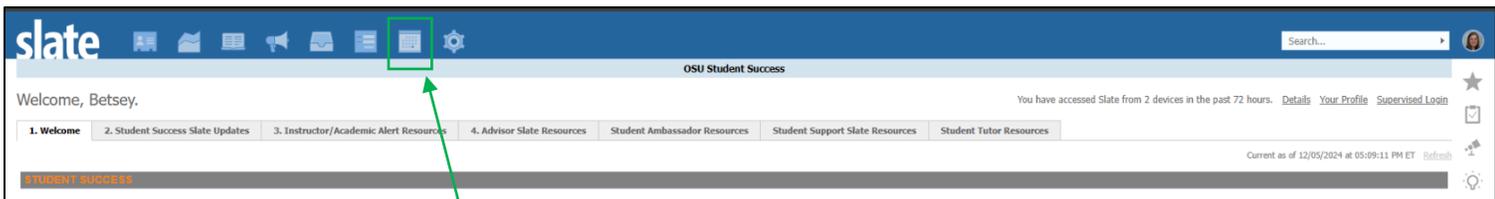

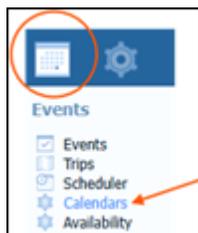- Click on the "ICS:" text link; a pop-up will appear → Choose COPY LINK
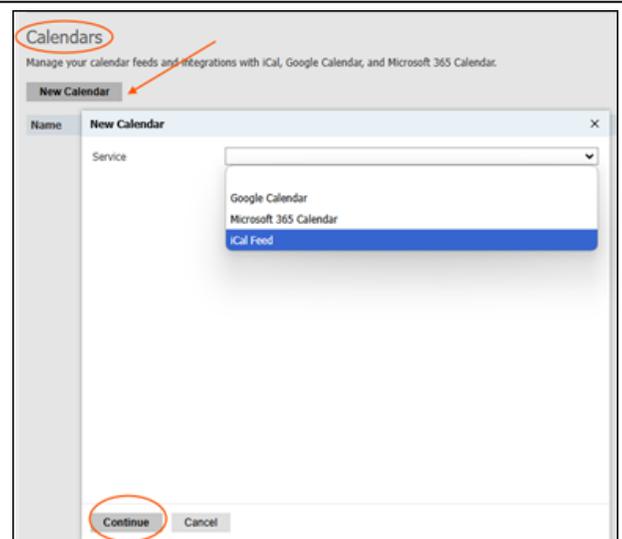

STEP 2: Share calendar to Slate

- Navigate to https://slate.okstate.edu/manage

- Click on the Events icon
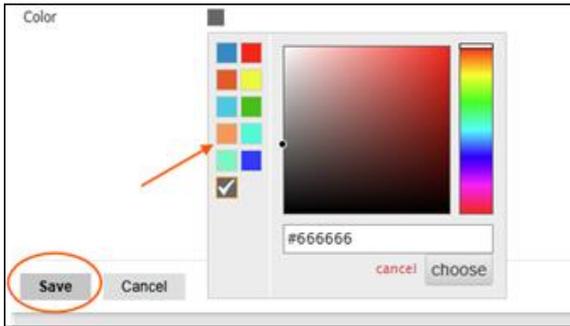- From the far left "Events" menu, choose "Calendars":

then NEW CALENDAR →
Service → "iCal Feed →
Continue

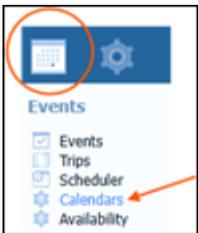**(Continued from Step1)**

- Change color if desired → **SAVE**

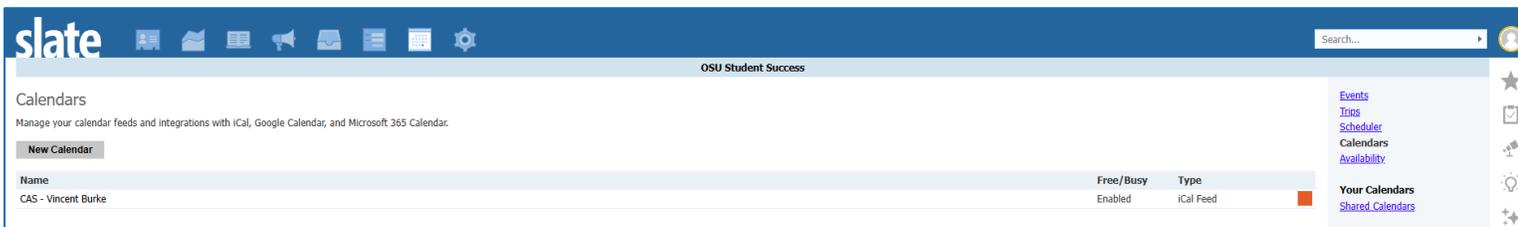## STEP 3: Subscribe to Shared Calendar

- Return to schedule screen by clicking the Events icon

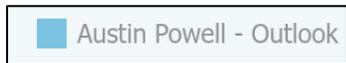From the far left "Events" menu, choose "Calendars":

Your calendar will appear here:

To ensure your events are populating, go to "Events"

- You will see your feed on the right hand menu and is active
  - How can you tell if it is active?
  - If inactive the name of the calendar is dim, and you don't see busy/away blocks in your color

Brighter, more visible = active

Greyed Out = inactive

Active calendar = busy / away event blocks in my color appear in the calendar (see example in tomato ref above)

Inactive – you won't see any!