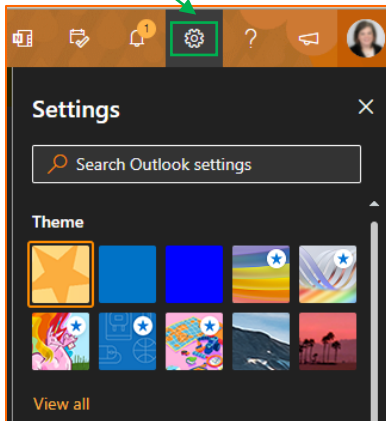


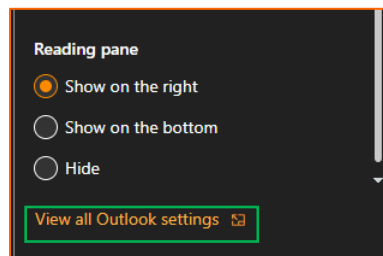
Syncing Outlook Calendar To Slate for Appointment Scheduling

STEP 1: Publish your Outlook Calendar

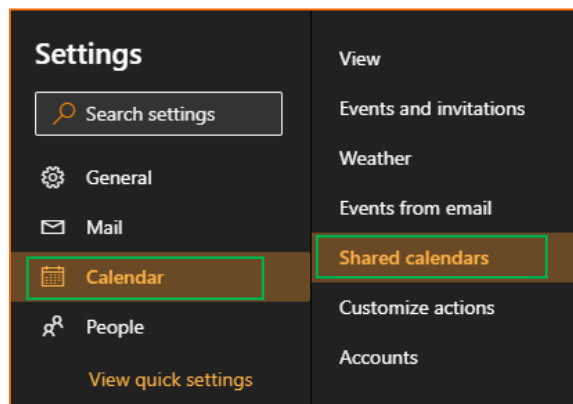
- Navigate to <http://cowboymail.okstate.edu> and log in (*web version of the email client*)
- Click the “Settings” icon



- Scroll to the bottom and select “View All Outlook Settings”
(*your menu may look different than this example, but the link to “All Settings” is at the bottom*)



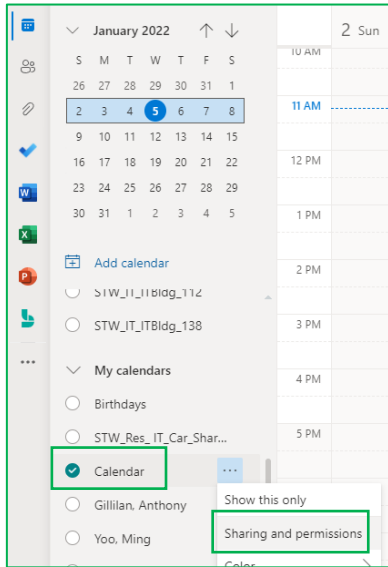
- Navigate to [Calendar](#) → [Shared Calendars](#)



IF YOU GET AN ERROR MESSAGE OF:

“UNABLE TO LOAD THESE SETTINGS. PLEASE TRY AGAIN LATER.”

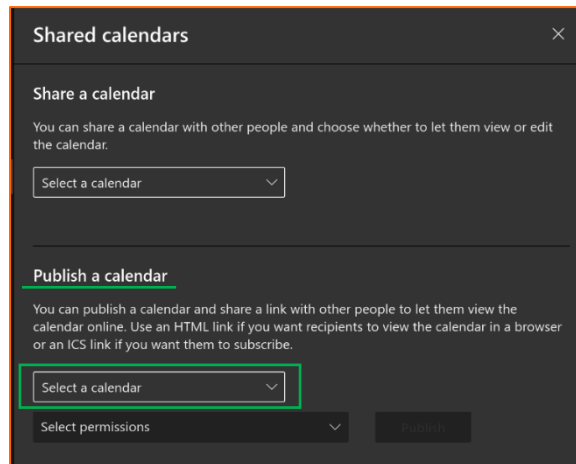
UNDER “Shared Calendars,” FOLLOW THESE STEPS:



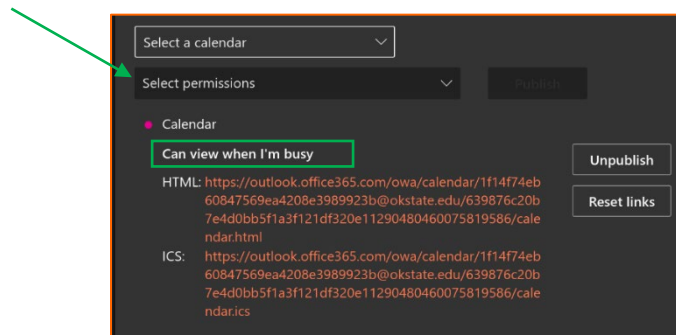
1. Go to your Calendar in Web Mail (<https://outlook.office.com/mail/>).
2. Under My calendars, open calendar -> Sharing and Permissions
3. Without changing anything, close out of sharing and permissions.
4. Navigate back to Shared calendar settings at: <https://outlook.office.com/calendar/options/calendar/SharedCalendars>

(Continued from Step1)

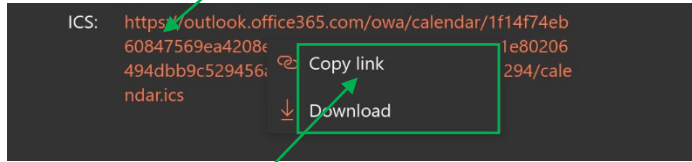
- Under “Publish a calendar,” choose Select a calendar



- Select the appropriate calendar
- Select permissions
 - CAN VIEW WHEN I AM BUSY



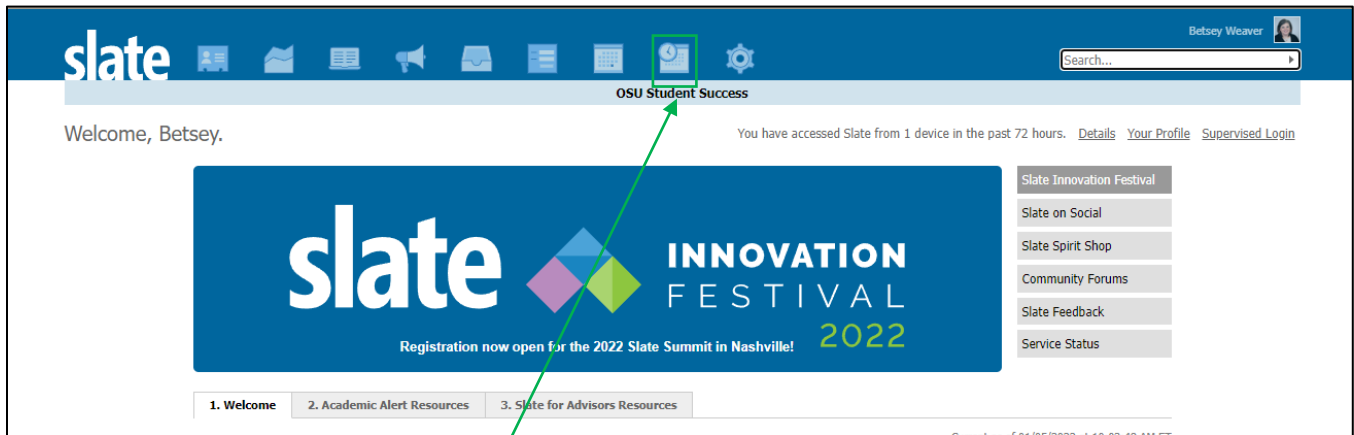
- Click on the “ICS:” text link; a pop-up toolbar will appear



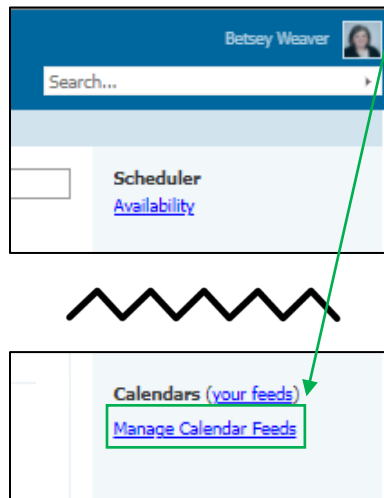
- Choose COPY LINK

STEP 2: Share calendar to Slate

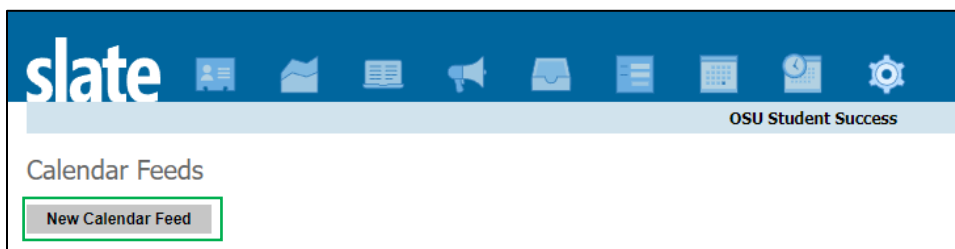
- Navigate to <https://slate.okstate.edu/manage>



- Click on the Scheduler icon
- From the right-hand menu, choose “Manage Calendar Feeds” from the **Calendars** menu



- A new page will open; Click on “New Calendar Feed”

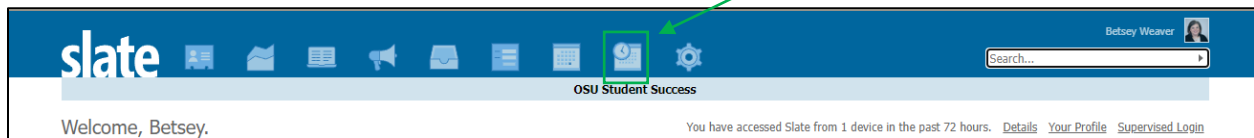


- **PASTE** the URL copied from Step 1

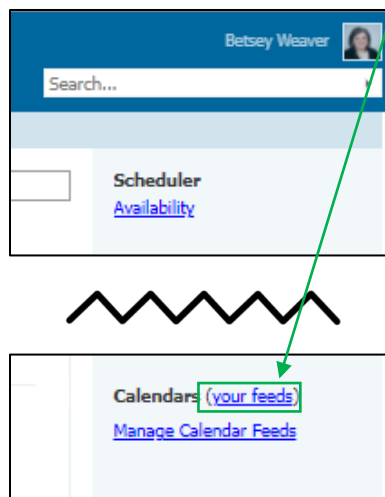
- **NAME** Calendar feed (Ex: Area – First Last – Outlook); click **SAVE**
- Your Calendar will now appear in the list of calendar feeds

STEP 3: Subscribe to Shared Calendar

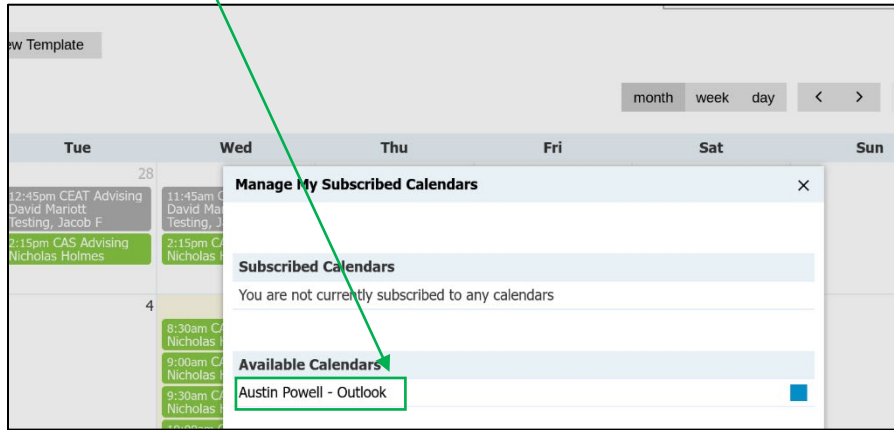
- Return to schedule screen by clicking the Scheduler icon



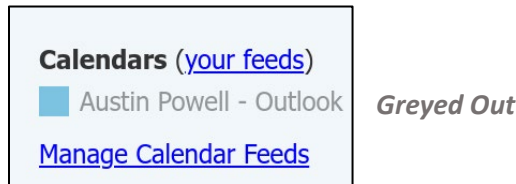
- From the right-hand menu, choose "your feeds" from the **Calendars** menu



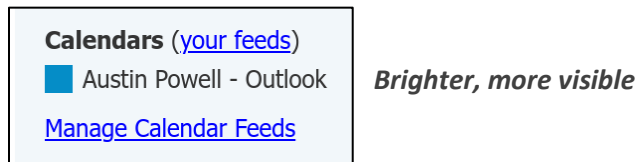
- You will see your feed (for this example, "Austin Powell – Outlook")
 - Click on the title (this pop up will close after calendar selection)



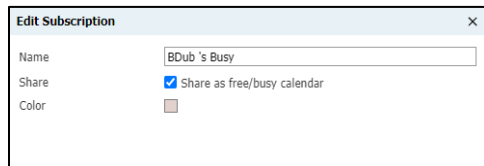
- Your calendar will now appear under "your feeds" but is not yet active



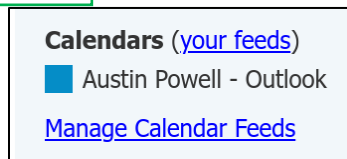
- Click on the name of your calendar, the text changes color



- Click on "your feeds" then your calendar name from the pop up
- Select the "Share as free/busy calendar" box



- SAVE**



- Your calendar is now integrated with slate, and only shows your event blocks and will list your availability as determined by outlook (e.g. "Tentative," or "Busy")

