Publish and Share Outlook Calendars

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Create a New Department Calendar

When publishing a calendar, create a **new** calendar in the **department** account with a name that will be intuitive to users (e.g., "Budgeting dates" vs. "FAB public"). **Do not use the department's primary calendar, or an individual user's calendar or account.**
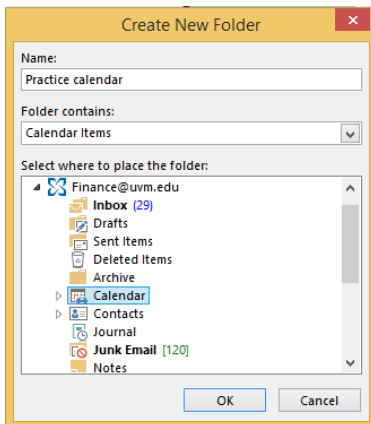
To create a new calendar:

1. Log in to Outlook using your **department** netid and password.

2. Right-click on the department calendar

3. Select **New Calendar**
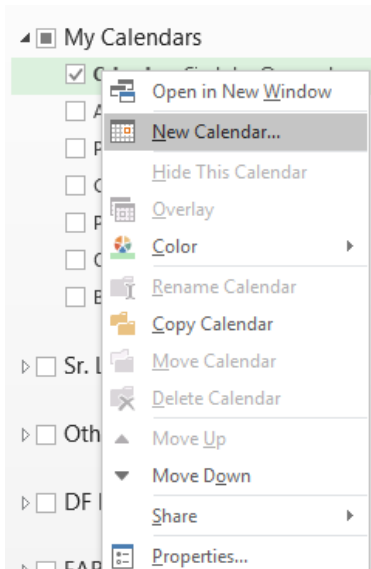
4. Name the calendar

5. Click **OK**

The new calendar will now appear in the **My Calendars** list of the department account.

Add Dates to a New Calendar

There are three ways to populate a calendar:

1. Manually add new dates
2. Copy items from one calendar to another
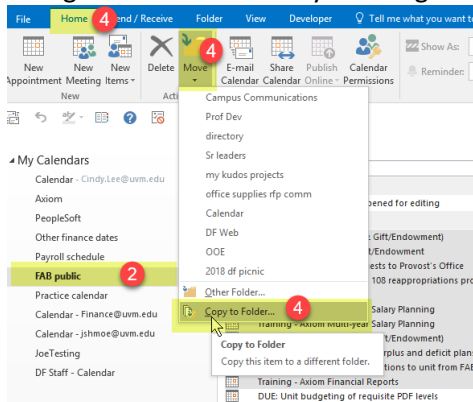3. Import pre-existing data from a file

Copy Items from One Calendar to Another

Copy items from an existing calendar in another account to the desired calendar in the departmental account.

1. In Outlook Calendar, switch to the View tab, click Change view and select List.
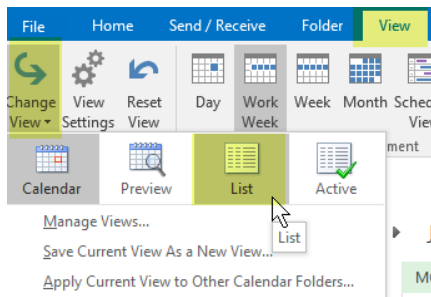
2. Select the calendar containing the events to copy in the left sidebar.

3. Use [CTRL+A] to Select All and/or use the mouse and [SHIFT]+ or [CTRL]+click to select the events to be copied.

4. On the **Home** tab, click **Move**, then **Copy to Folder**. (Choose *Copy* rather than *Move* to avoid losing data unintentionally. Moving items will remove them from the original calendar.)

5. Select the destination calendar in the departmental folder and click OK.
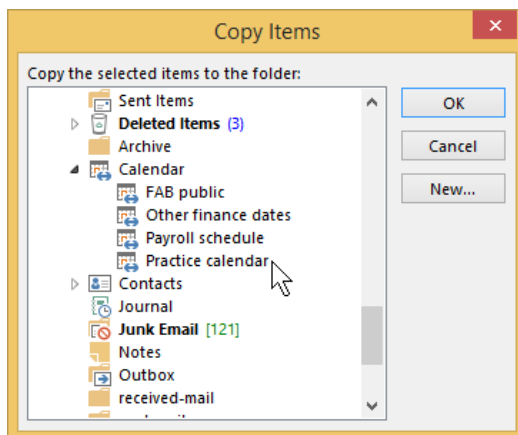
6. Change the **View** back to **Calendar**.

Import Data from a File

These import/export instructions are helpful for creating new events from an existing Excel or CSV table with dates and descriptions.

Follow these instructions to (1) export Outlook data to a local file (.PST) and (2) import data into Outlook. Each set of data need to be saved as a separate CSV file, e.g., bimonthly dates.csv, semimonthly dates.csv, etc.

1. [Export Outlook Data to a Local File](#)
   At step 5, select the calendar folder(s) you want to export.

2. [Import Data into Outlook](#)
   At Step 7, select the correct destination account.

Publish a Calendar

"Publishing" a calendar is necessary to display the calendar on the web. This process creates an .ics file that can be used in Drupal or another content management system.

1. Right-click on the calendar to be published

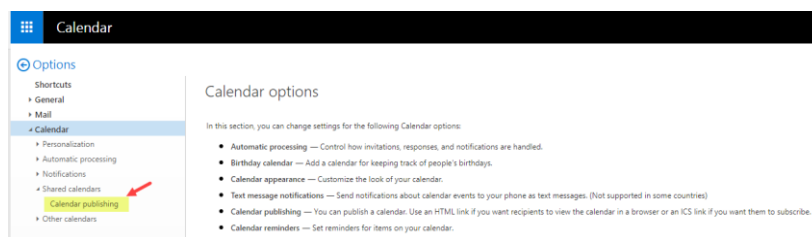2. Select Share > Publish This Calendar…
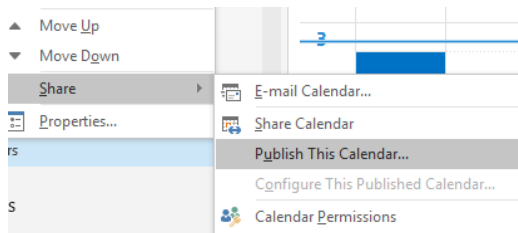
3. If this option is not available, log in to [OWA](#) using your **department** netid and password

4. Click on the Settings icon

5. Select **Options**
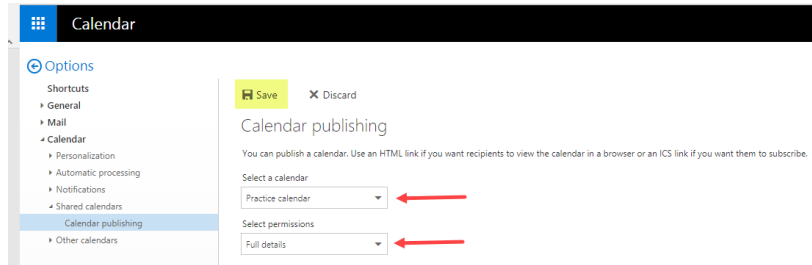
6. Select **Calendar > Calendar publishing**

7. Select the applicable calendar under **Select a calendar**

8. Under **Select permissions,**

   a. To show all information related to events, including the event description, choose "Full details"
   b. To show only the title, date, time, and location of events (no description will appear), choose "An overview of events"
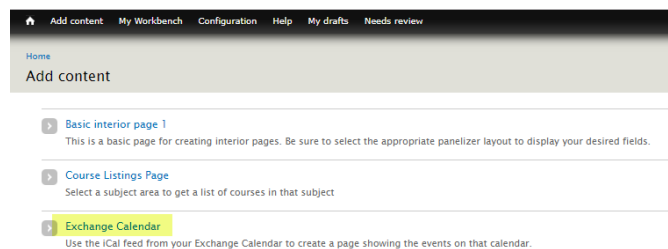
9. Click Save

Refer back to the **.ics file** when creating a calendar web page in Drupal (see below).
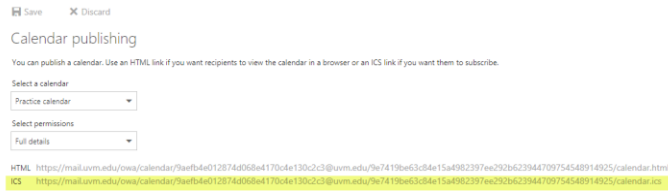
Add a Calendar Page to Drupal

1. Publish the calendar and copy the .ics file link (see #9 above)

2. Go to Drupal > My Workbench > Add Content > Exchange Calendar

3. Paste the .ics file link in the **Exchange Calendar Feed** box**.**

Subsequent dates/information added to the calendar in Outlook or OWA will be reflected on the web page in real time. (The browser may need to be refreshed first.)

Set the Published Date Range

To set the date range of what is published on the Outlook/OWA calendar and the Calendar web, go to Exchange settings. Log in with department credentials and all calendars for this account will be listed. Refresch your browser if you receive an error message. Choose the span of past and future dates to be published (up to one year before current date until one year after current date). Contact SAA for assistance.

Add a Subscription Link

A calendar subscription allows a user to open/close a published calendar in Outlook or OWA as needed. Any subsequent updates made to the master calendar will then be reflected in the subscribed calendar in Outlook.

1. To create a subscription link, use the same **.ics url** used for publishing a calendar (see above), but replace "https" with "webcal".

If you change the name of a published calendar, the subscribed calendar will still update automatically, but the name of the subscribed calendar will stay the same. Subscribers could either:

- Rename their subscribed calendar
- Delete and then re-subscribe to get the calendar listed with its new name

NOTE: To add dates/calendar information to a (personal) calendar, see the instructions for importing an .ics file into your main calendar. **Important**: an imported calendar **will not** reflect any subsequent updates made to that calendar. This is not recommended for calendars that are subject to change.
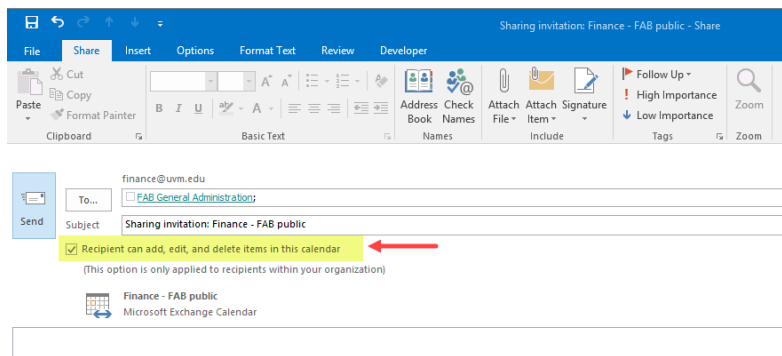
Share a Calendar

Sharing a calendar allows multiple users to access and update the calendar.

1. Right-click on the calendar you want to share

2. Click Share > Share Calendar
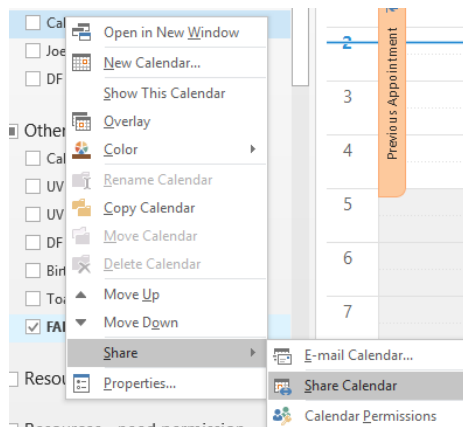
3. Add recipients in the "To…" field (department accounts or UVM user accounts)

4. Select "Recipient can add, edit, and delete items in this calendar"

5. Add a message and/or hit Send

6. Click Yes to confirm the sharing information

Accept an Invitation to Share a Calendar

1. Open the Sharing Invitation in your Outlook/OWA email. The message will indicate the level of editing permissions you have been granted.

2. Click on Open this Calendar

3. The shared calendar will open and be listed under Shared Calendars

4. Renaming a shared calendar will not affect the content of the calendar. Changes to the master calendar will still be reflected in your copy of the calendar

Find a Deleted Calendar

More recent versions of Outlook hide folders that don't contain mail items in the mail view.

1. Switch to **Folder view**. From within the account profile hit Control+6 or use the view options in the bottom left of the Outlook window
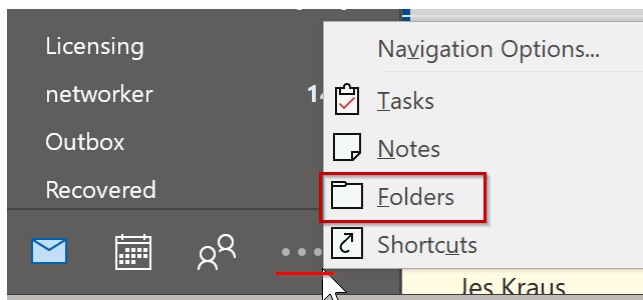
2. Expand **Deleted Items**

3. Right-click on the calendar and select **Move Calendar**

4. Select the top item - the account name - as the destination

5. Switch back to Calendar view (Control+2)

6. Calendar should appear with other calendars

See https://www.msoutlook.info/question/789