

**How to add Calpendo calendar(s) to Outlook 365 so that it can be viewed remotely without VPN access.** IMPORTANT: when added properly, this calendar will stay synchronized with Calpendo, but it will only update about once an hour.

**1. In Calpendo,** click the iCal button, select the resource (scanner) you wish to see and select "Include other people's bookings". You can try other options but this one makes more sense to see all bookings and thus the free times.

Then copy the link from the grey box (ctrl-c may not work, but you can select, right click and copy). This link can be reused, it is not personalized nor would it expire. However, please do not post or share it. That way, only users that can log into Calpendo should be able to get the link.

Don't use the "Click to view the feed" link; that would download a file that would be used to add the calendar to Outlook, but it would only be a snapshot of the current calendar, it would NOT stay synchronized with Calpendo.

The screenshot shows the Calpendo interface with a calendar view for Monday, May 23 and Tuesday, May 24. The calendar shows bookings for resources 'Siemens' and 'MEG'. A dialog box titled 'iCal Booking Feeds' is open, providing instructions and options for generating a calendar feed. The dialog box contains the following text and options:

- Calpendo can feed bookings directly to most calendar applications. Start by choosing from the options below.
- Select the resource to include in the feed: MEG
- Select whether to include only your own bookings in the feed:
  - Include other people's bookings (selected)
  - Include only bookings related to me
  - Include other people's bookings
- calendar application (e.g. Google)
- http://
- Click to view the feed

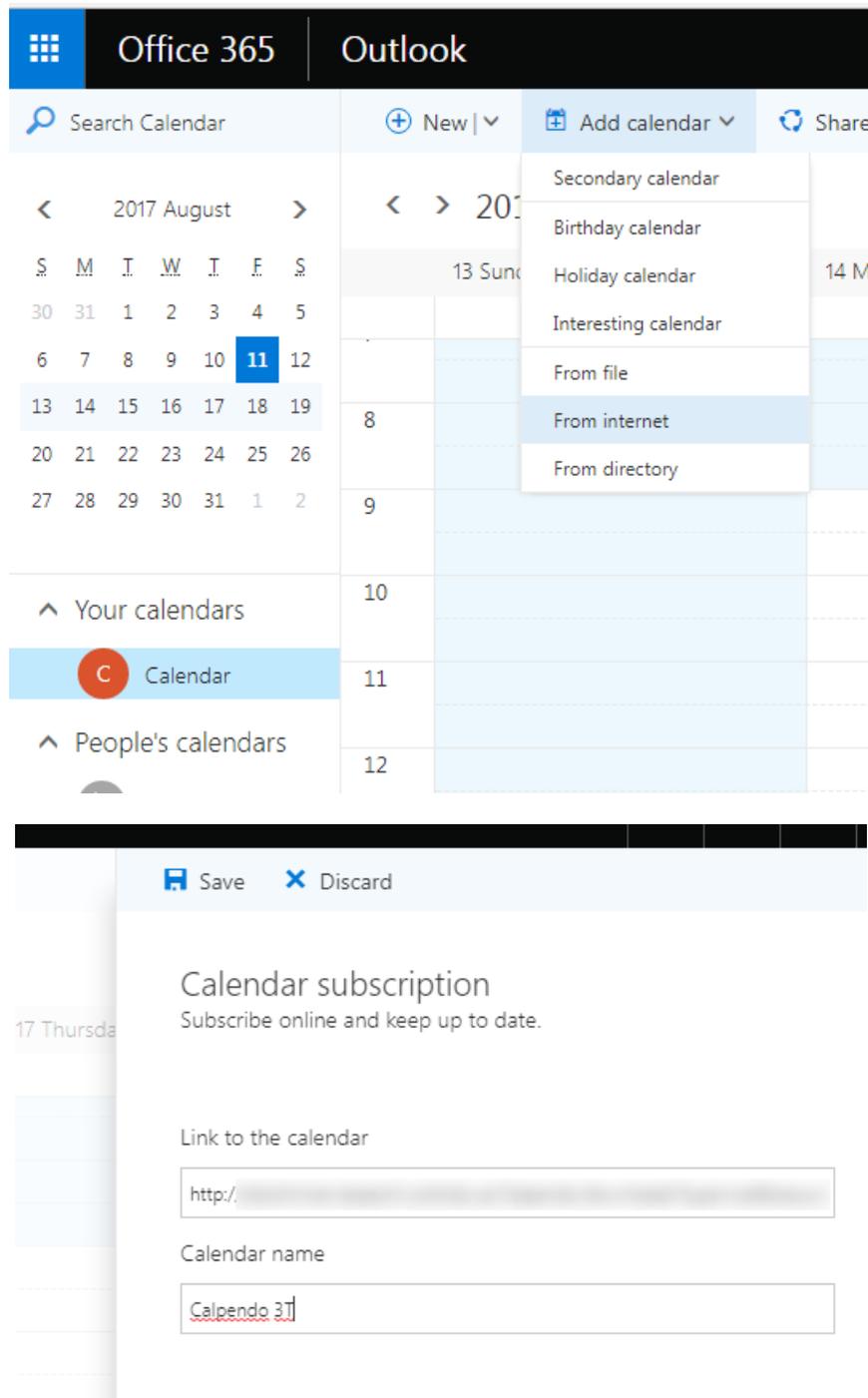
Three callouts provide additional information:

- "To see the full schedule." points to the 'Include other people's bookings' option.
- "Copy link and add to shared calendars in Outlook." points to the URL field.
- "This downloads a file that contains a snapshot of the current schedule and would NOT sync with Calpendo." points to the 'Click to view the feed' link.

2. In Outlook 365 (in a browser), go to the calendar view.

<https://outlook.office.com/owa/?realm=sickkids.ca&path=/calendar>

Click "Add calendar", "From internet", then paste the iCal address you copied in step 1, and give it a name. Click "save".



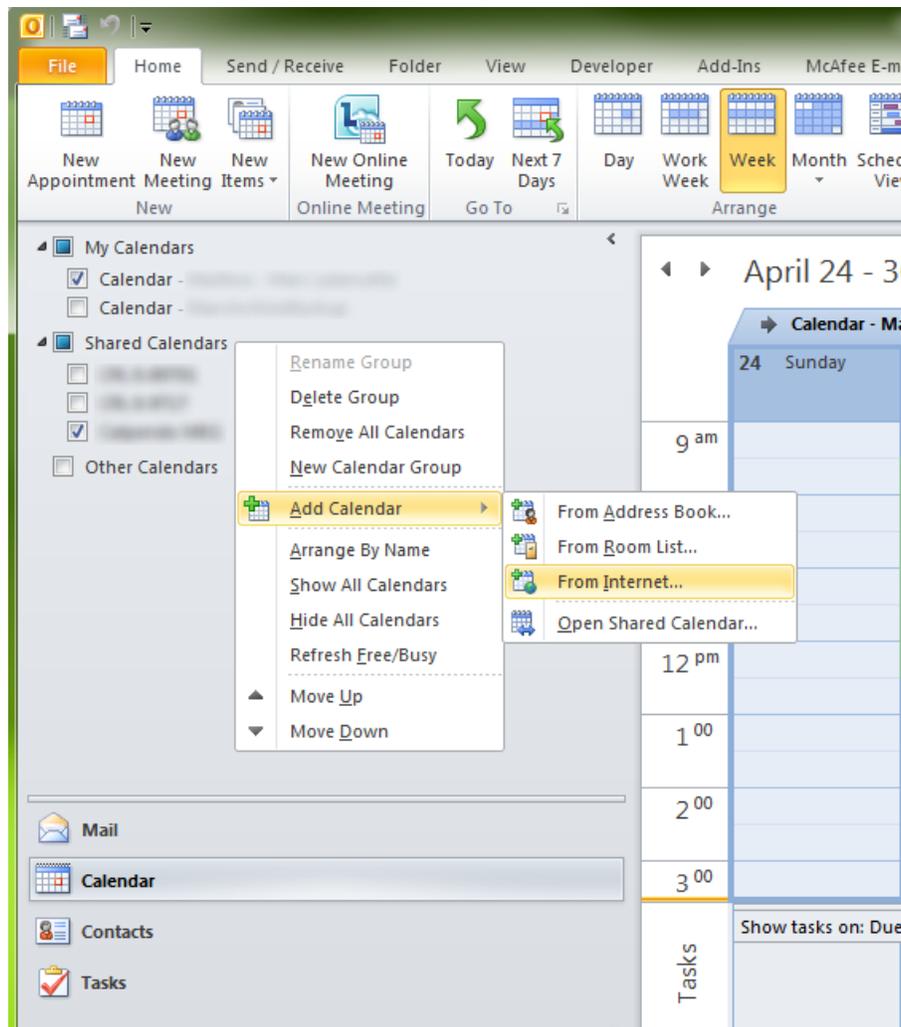
The calendar should now be displayed and will appear under "People's calendars" in the future.

Using the method above, this calendar subscription should be listed both online and in your desktop version of Outlook at SickKids. If however you add it directly in the desktop Outlook (see below), it may not show in Outlook 365. Other desktop email clients that can connect to internet calendars should work within the SickKids network, but online apps (e.g. Google) will not work due to our firewall.

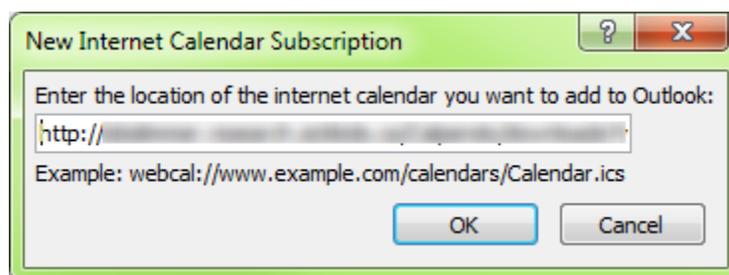
Note that if the calendar is added properly, you should not have permission to edit or add bookings. If you do, then it is probably a snapshot and would not stay synchronized.

You can repeat these steps to add other resources (scanners). It is possible to select more than one resource at once in Calpendo's iCal window, but that may be confusing as all bookings for those scanners would show under the same calendar.

If you wish to add it only to the desktop Outlook (no remote access), go to the calendar view. If "Shared Calendars" is showing in the left pane, you can right click it and select "Add Calendar", "From Internet...", or you can click the "Open Calendar" button and choose "From Internet...".



Then paste the link from Calpendo in the dialog box and press OK.



In Outlook, you can right-click the calendar name and go to Properties to rename it to something more meaningful such as "Calpendo MRI 3T" or "MEG" and change the color. You can also click the arrow on the calendar tab to display it overlaid on your personal calendar.