Publish your calendar using OWA (Webmail)

1. Log on at http://myemail.ucdenver.edu with your email address/username and password

2. Click on the App launcher in the top-left corner to show the Office 365 apps and click on Calendar
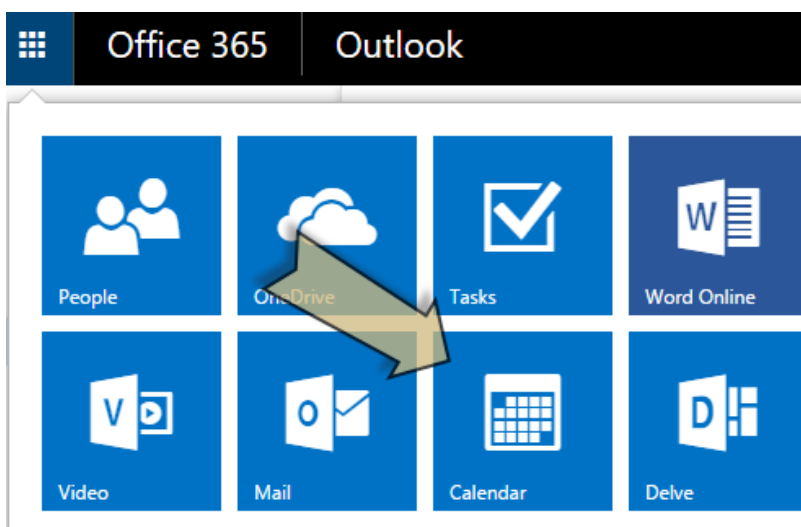
3. Right click the calendar you want to share and choose **permissions**
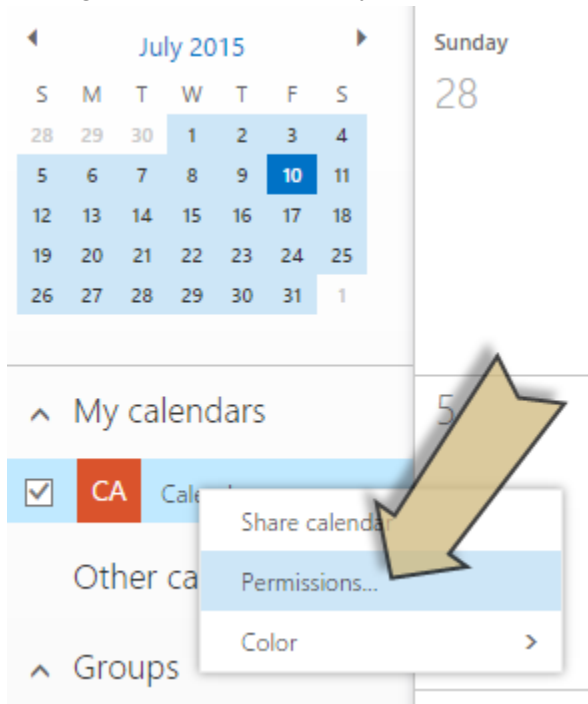
4. Under the section **Outside Organization** change the permissions from the drop-down menu. Change the setting from "Not Shared" (Default) to "Availability only" (or whichever permissions you intend to grant) and press **Save**
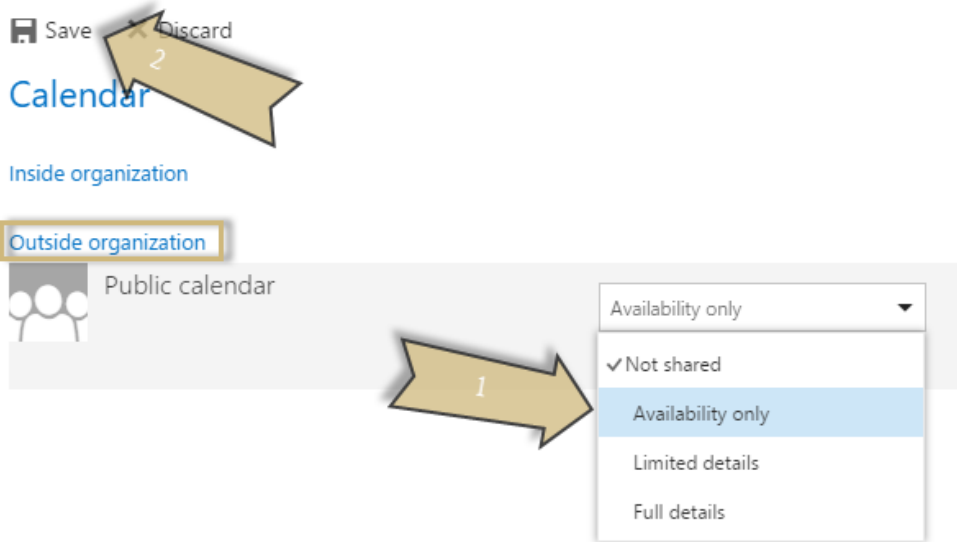

If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: http://4help.oit.ucdenver.edu

Retrieve the link to share it with users outside of your organization

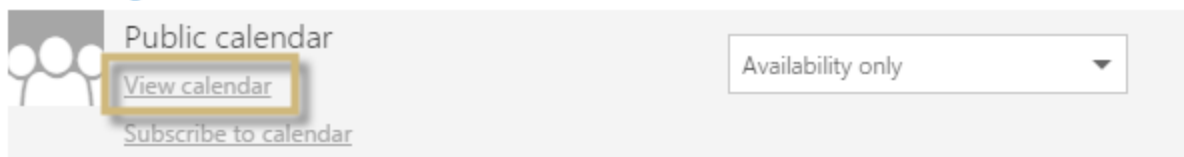1. Right click the calendar you wish to retrieve the link from and select **permissions.**
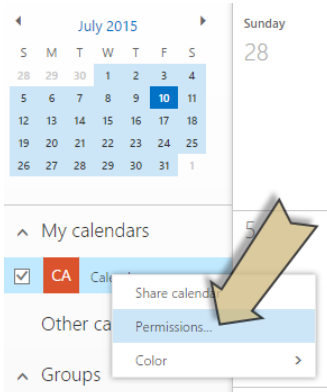
2. Click on **View Calendar** which will bring up a browser window with the sharing link (URL) and shows you how the calendar will look to other users. You can also right click on the **View Calendar** link and then select **Copy Shortcut/Link Address** to get a copy of the link. You can now send the link to people outside your organization to allow them to view your calendar

> **Note:** *After publishing your calendar it can take several minutes for both the HTML and ICS links to work and start publishing data.*

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Configure your published calendar from Outlook.

1. Open your Outlook 2013 desktop client and go to the **Calendar** from the Navigation options in the bottom left corner

2. Right click on the calendar you want to configure the published settings for, from the menu select **Share** and then **Configure This Published Calendar...** from the second menu
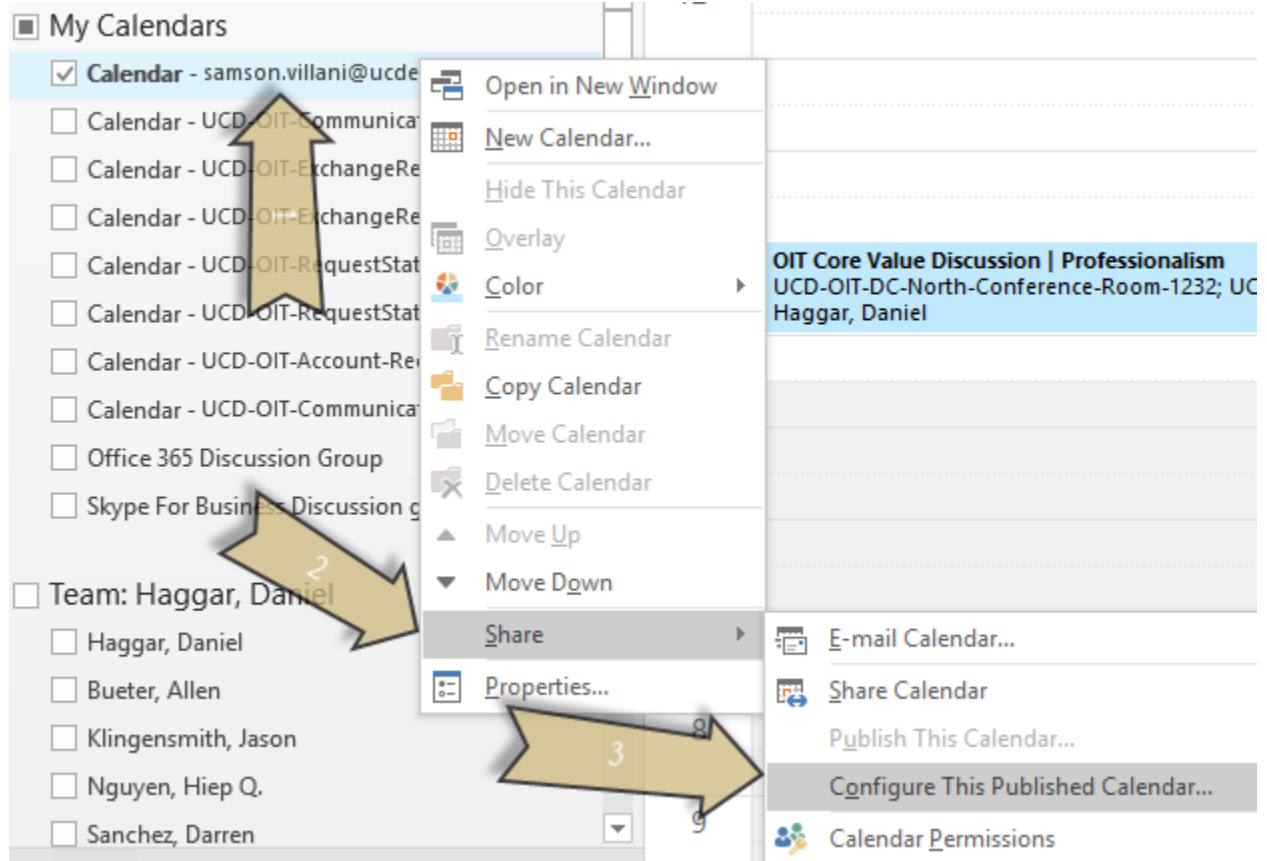

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3. This will open a web browser when you can change the level of detail available to outside users, how much information they can see and whether your calendar is publically accessible. You can also provide the subscription link to other users so that they can add your calendar to their favorite email client (Gmail, Outlook, Yahoo, etc.) which can be really useful when working with an outside vendor.

Calendar Publishing - Calendar

Learn more about calendar publishing

Publishing details:

Limited Details ▼

Publish my calendar:

3 months ▼ before today

6 months ▼ after today

Access level:

⦿ Restricted

◯ Public

Link for subscribing to this calendar:

http://outlook.office365.com/owa/calendar,

Link for viewing calendar in a web browser:

http://outlook.office365.com/owa/calendar,

Note: *Currently this is the only known way to configure the Access level for either Restricted or Public permissions.*

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4. You can also configure some of these settings from OWA by clicking on the gear icon in the top-right corner of the window and choosing **Options**
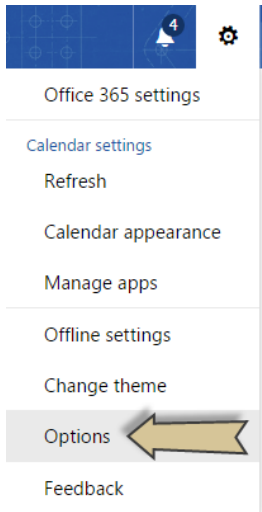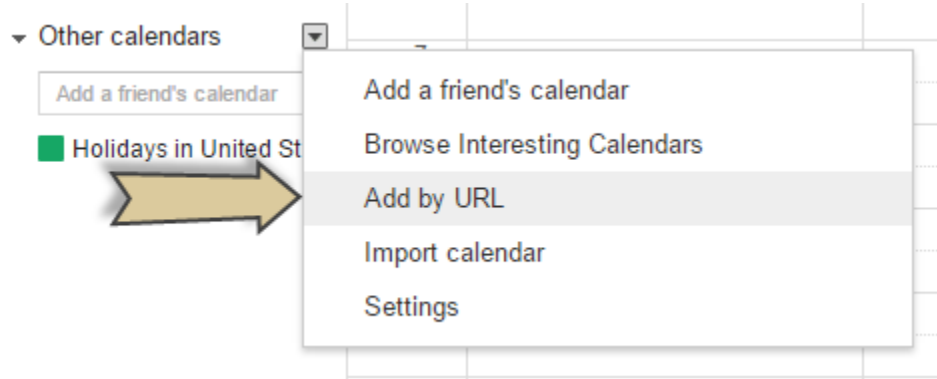

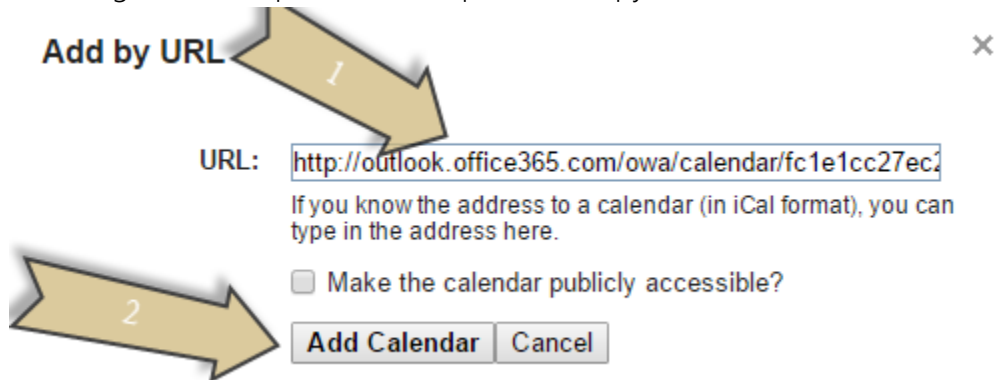5. Choose the option **Publish calendar** under the **Calendar** heading
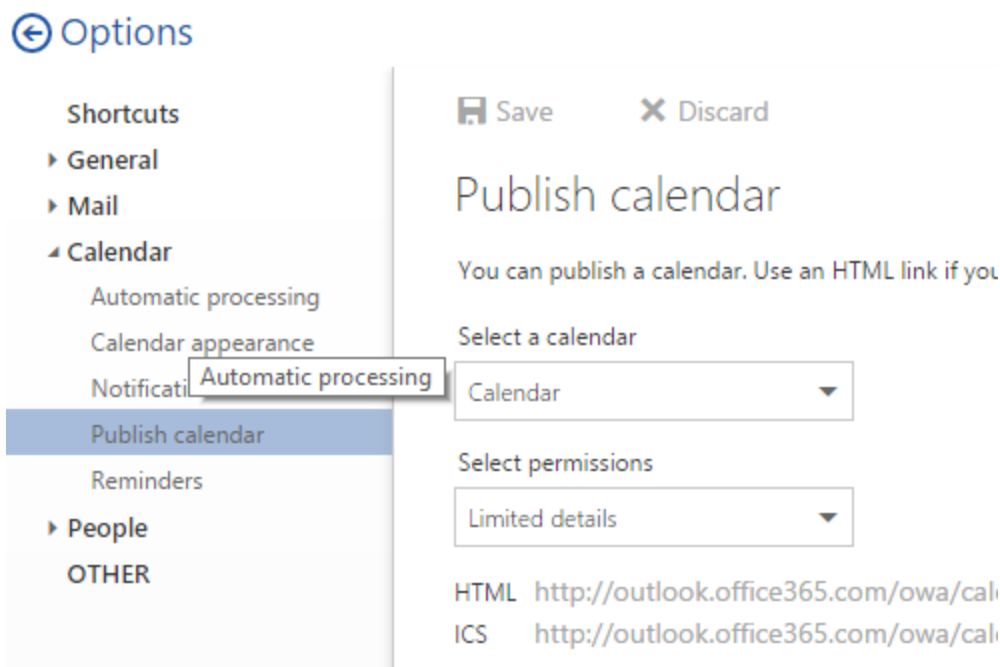
If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: http://4help.oit.ucdenver.edu

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Subscribe to calendar using external email client (Gmail, Outlook)

1. Login to your email client and navigate to the calendar view (using Gmail as an example)
2. Under the **Other calendars** view click on the drop-down arrow and select **Add by URL**

3. Using the subscription/ICS URL provided copy it into the URL field and click **Add Calendar**

4. This should be able to be done in most email clients/applications.

Related Documents or URL's

https://support.office.com/en-US/article/Share-or-publish-your-Office-365-calendar-A6FF417F-E055-4A05-B2B6-52632E96E04B

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