

2013

# GradesFirst Calendar Integration and Office 365

**Grades**  **First**



# Table of Contents

---

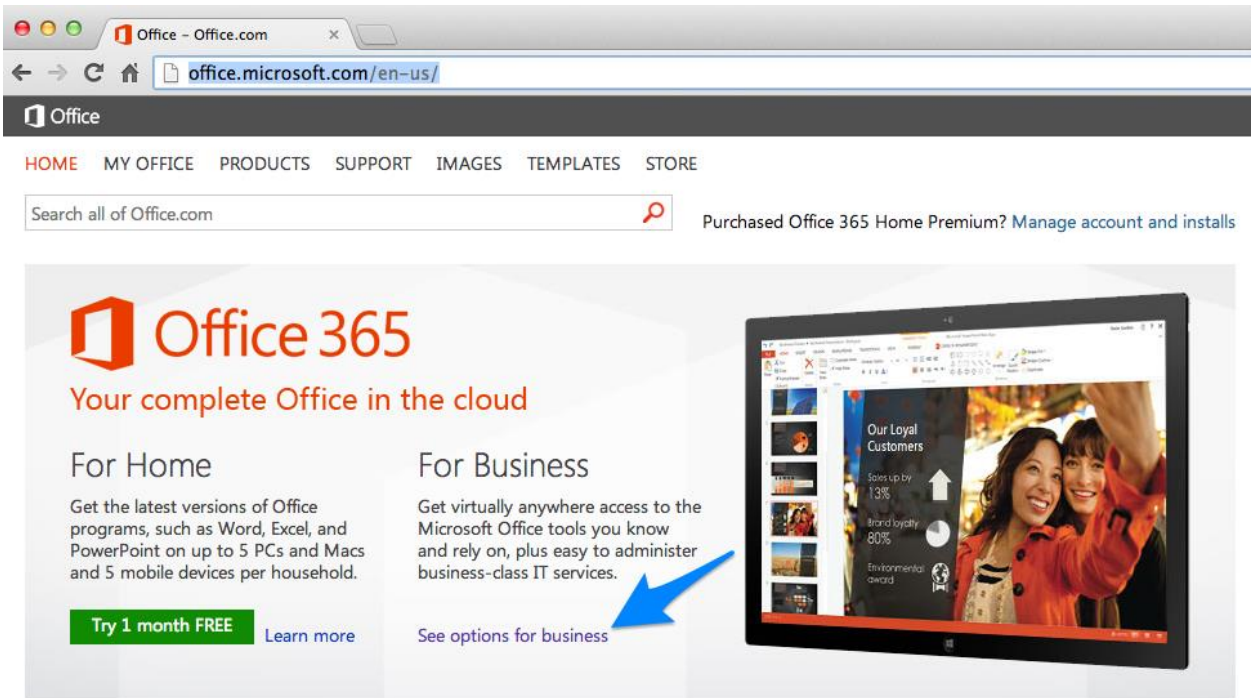
- Subscribing to the GradesFirst iCal feed in Outlook for Mac..... 3**
- Setting up an Office 365 trial..... 3
- Adding your GradesFirst iCal feed into your Office 365 account. .... 5
- Adding your Office 365 account into Outlook for Mac 2011 ..... 8

## Subscribing to the GradesFirst iCal feed in Outlook for Mac

Currently Outlook for Mac only supports subscribing to iCal feeds through Office 365. In order to view any iCal feed in Outlook for Mac, you will need to set up an Office 365 account and sync the iCal feed through that account. Please note that this account can be used just for subscribing to the iCal feed; it is not necessary to use Office 365 for your email.

### Setting up an Office 365 trial

1. In a web browser, navigate to <http://office.microsoft.com/en-us/>, and click on **See options for business**.



2. Click on **Office 365 Small Business Premium**.

Buy Office 365 for business

office.microsoft.com/en-us/business/?WT%2Emc\_id=PS\_google\_O365Comm\_office365\_Text&WT%2Eintid1=ODC\_ENUS\_FX

Office

HOME MY OFFICE PRODUCTS SUPPORT IMAGES TEMPLATES STORE

# Office for business

**Office 365**


Transform the way you work with Office 365

Office 365 gives you virtually anywhere access to the Microsoft Office tools you know and rely on, plus business-class IT services that are easy to administer.

Your complete office in the cloud.

[Compare plans](#)  
Free trial. No obligation.

[Learn more](#)



Plans for every business size and need. Explore your options.

<p><b>Office 365 Small Business Premium</b></p> <p>Big business power with easy IT</p>	<p><b>Office 365 Midsize Business</b></p> <p>Effective management, compliance, and team</p>	<p><b>Office 365 Enterprise</b></p> <p>Advanced tools and capabilities</p>
--	---	--

3. Click on **Try now**.

Office 365 Small Business

office.microsoft.com/en-us/business/office-365-small-business-premium-office-online-FX103037625.aspx

Office

HOME MY OFFICE PRODUCTS SUPPORT IMAGES TEMPLATES STORE

Chat now

**Office 365**

**Office 365 Small Business Premium**


Power your business with best-in-class Office tools and services

Best for businesses with 1 – 10 employees

Try for free now [Try now](#)

**\$12.50** user/month  
annual payment of \$150.00 [Buy now](#)

**\$15.00** user/billed monthly [Buy now](#)



Watch an overview

4. Fill in the form. Be sure to write down the User ID and subdomain value you use: yourusername@yoursubdomain.onmicrosoft.com. Note that you can add multiple users to this same Office 365 account.

Office 365

sign in to add this subscription to your current account

## start your free 1-month trial

You're about a minute away. No credit card required.

### set up your account

\* Country or region:  
United States  
Can't be changed after you sign up. [Why not?](#)

\* First name:

\* Last name:

Phone:

\* Email:

We'll use this to send you important account information.

\* Organization name:

Type your company name, like *Contoso, Ltd.*

### Office 365 Small Business Premium Trial plan highlights

- 10 User Licenses
- Ideal for businesses with up to 10 employees
- Familiar Microsoft Office applications for your PC or Mac
- Email and calendar
- Professional website
- HD video conferencing
- Simple setup and deployment

[Chat now](#)

### create your new user ID

\* User ID:  
 @  .onmicrosoft.com

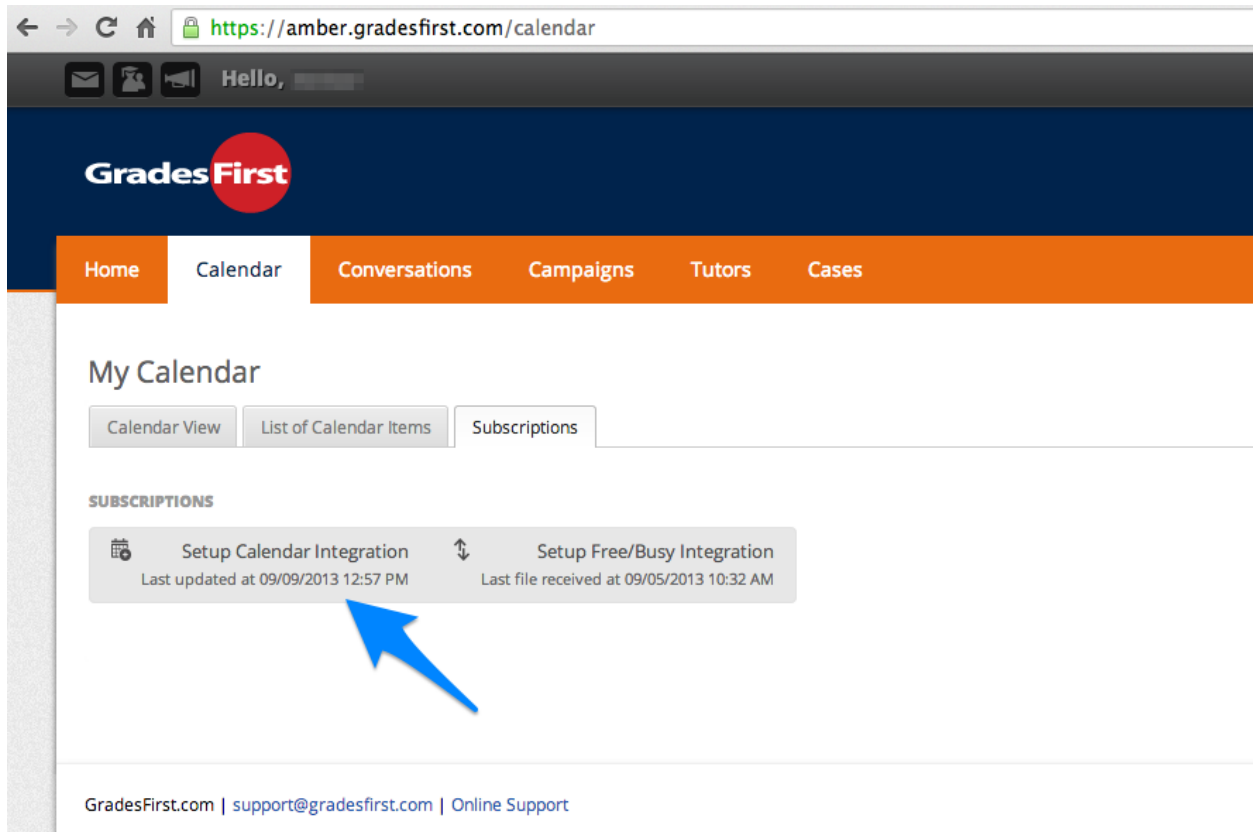
You'll use this to sign in to Office 365. [Can I remove the .onmicrosoft.com part?](#)

your user ID  
@.com

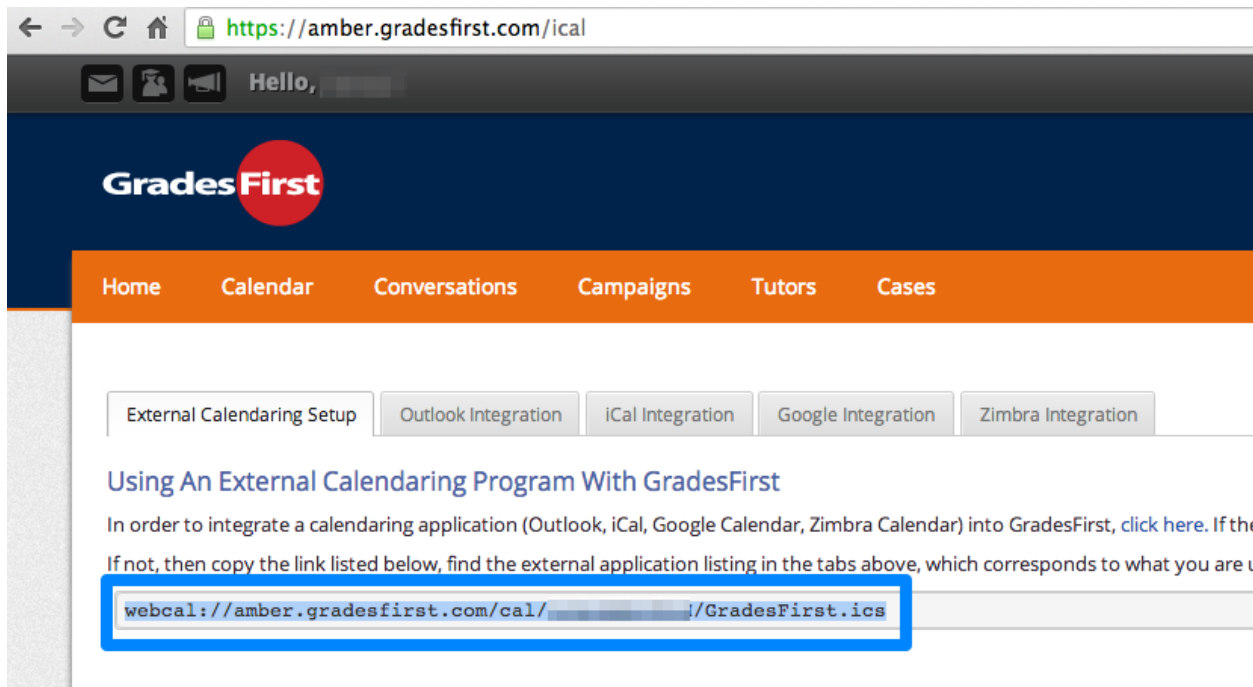
5. Once you have completed the sign-up process, navigate to <http://outlook.com/yoursubdomain.onmicrosoft.com> in your web browser. Be sure to replace *yoursubdomain* with the value you used during sign-up. You should now see the Outlook Web App.

## *Adding your GradesFirst iCal Feed into your Office 365 Account*

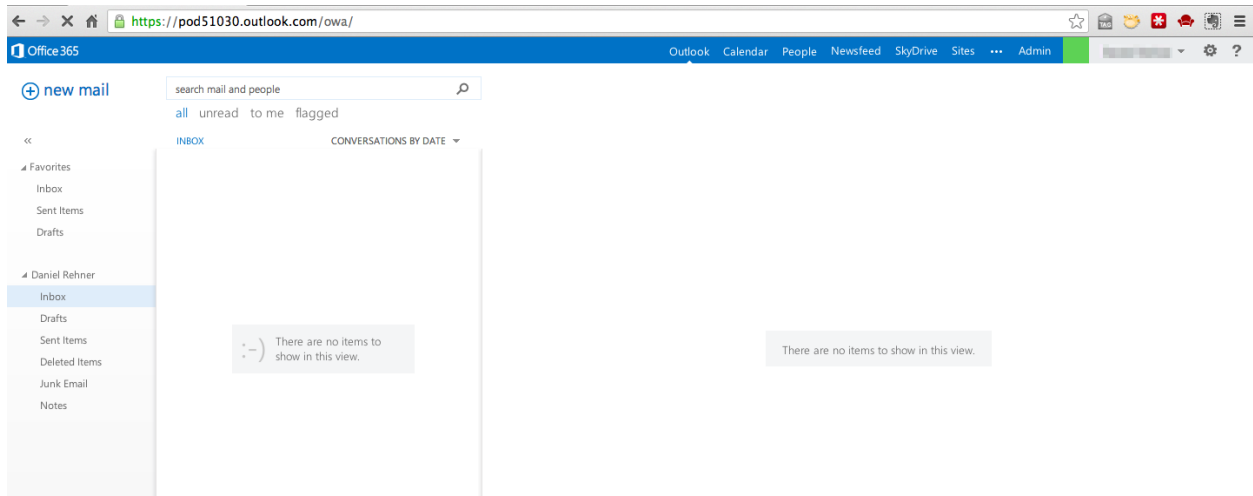
6. In GradesFirst, navigate to **Calendar > Subscriptions > Setup Calendar Integration**.



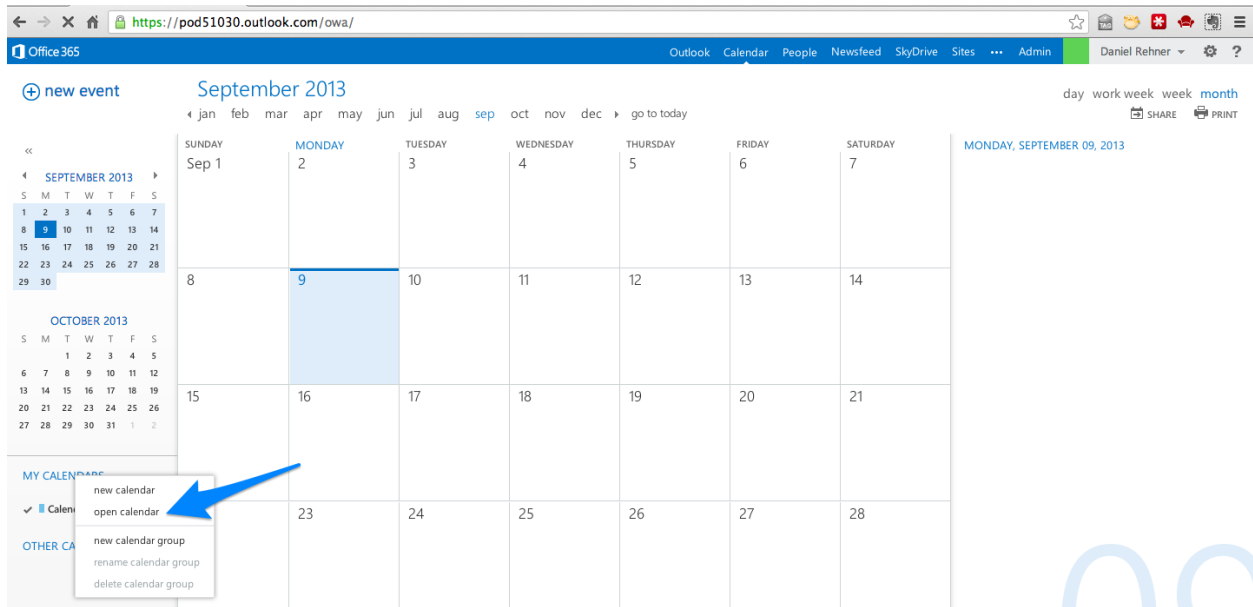
7. Copy the URL of your iCal feed to your clipboard.



8. In a new browser tab or window, swap back over to your Office 365 account. In the blue navigation bar, click **Calendar**.



9. Now, right-click on My Calendars and select **open calendar**.



10. In the “open calendar” dialog, paste the URL to your GradesFirst iCal feed into the Internet calendar field and click the “open” button.

# open calendar

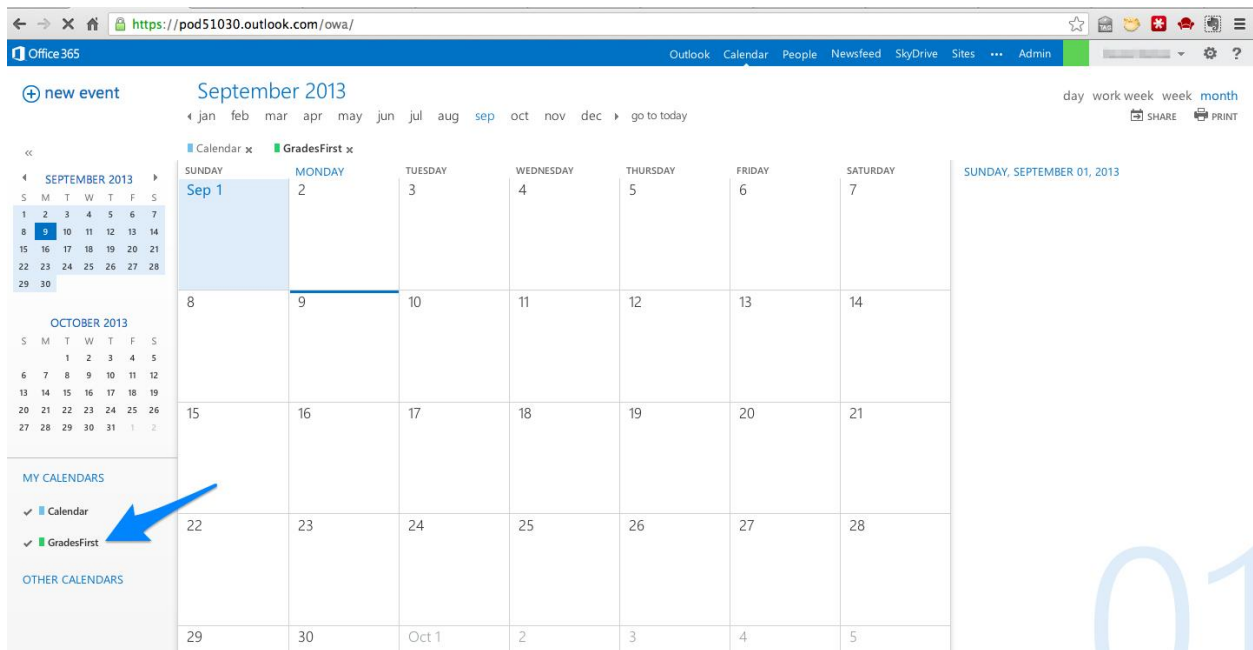
From Directory:

Internet calendar:

open

cancel

11. Your GradesFirst calendar will now appear in the **My Calendars** list.

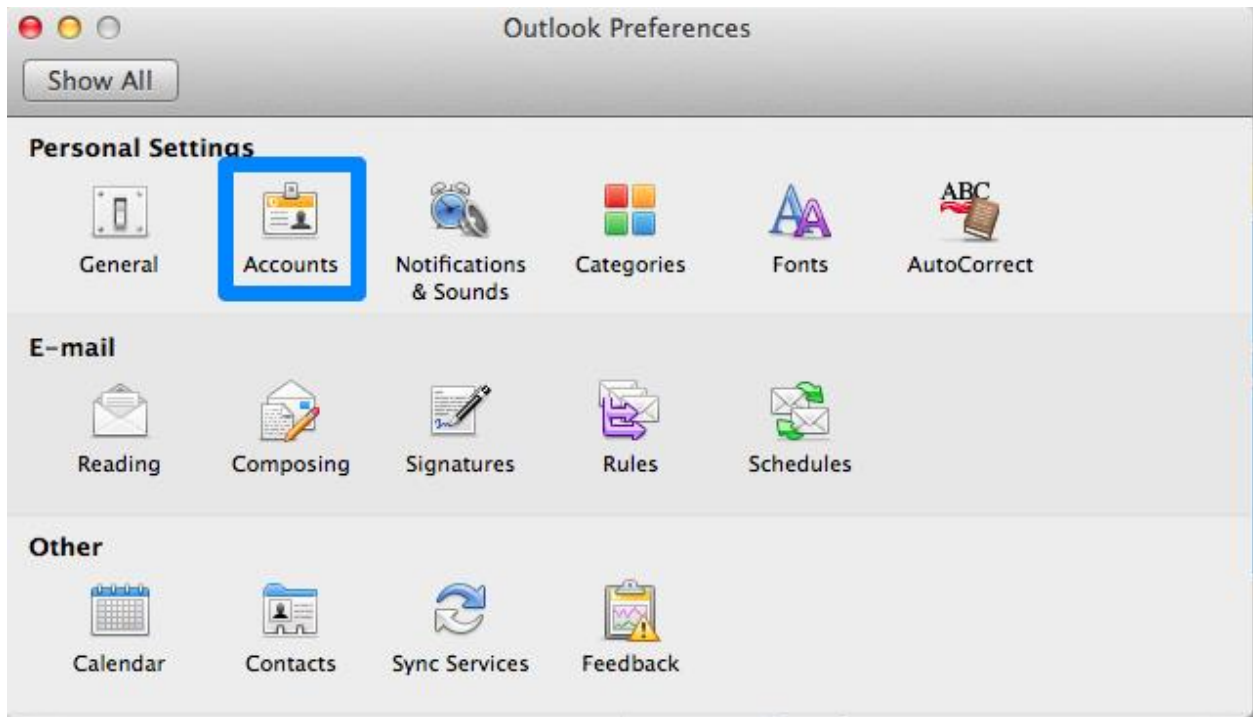


01

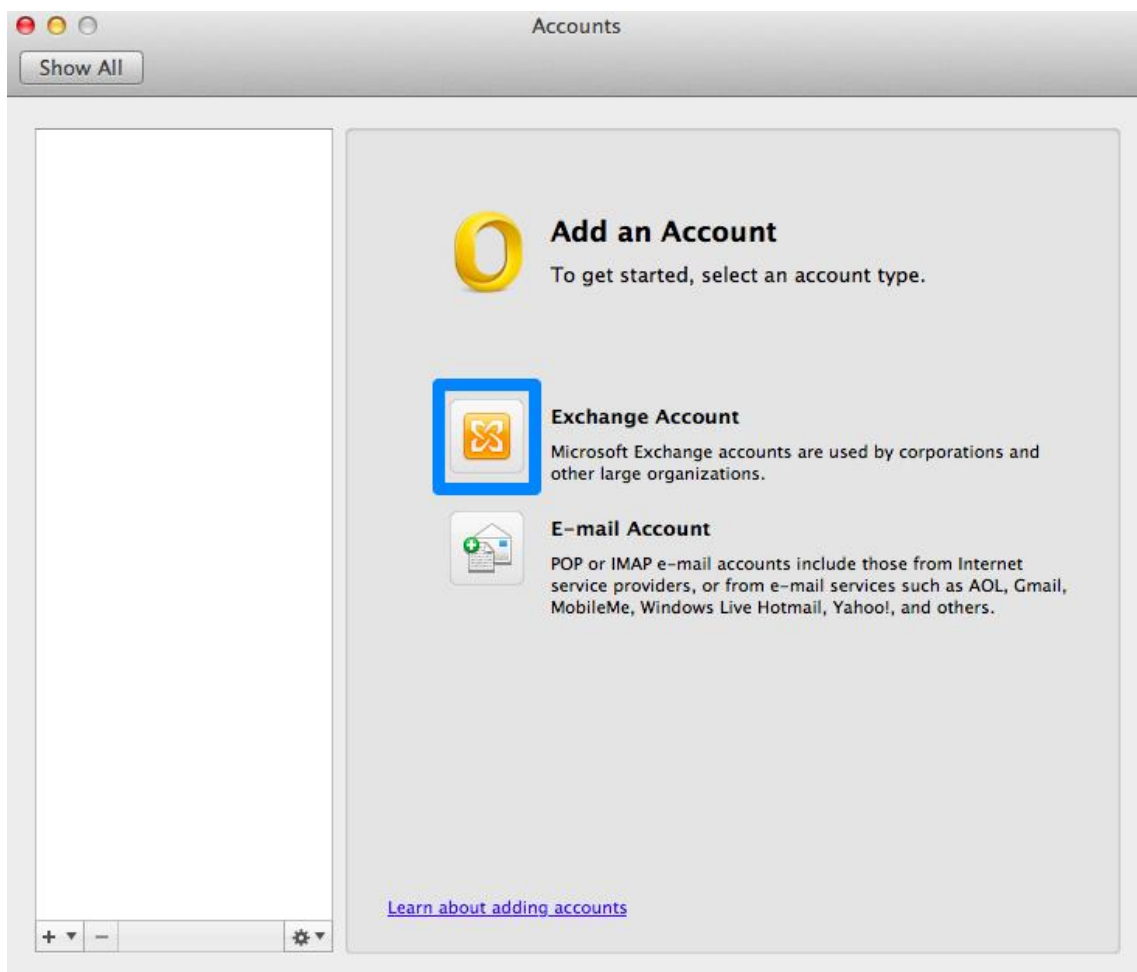
## *Adding your Office 365 account into Outlook for Mac 2011*

12. In Outlook for Mac 2011, select the Outlook menu and then select **Preferences**. From the preferences menu, select **Accounts**.

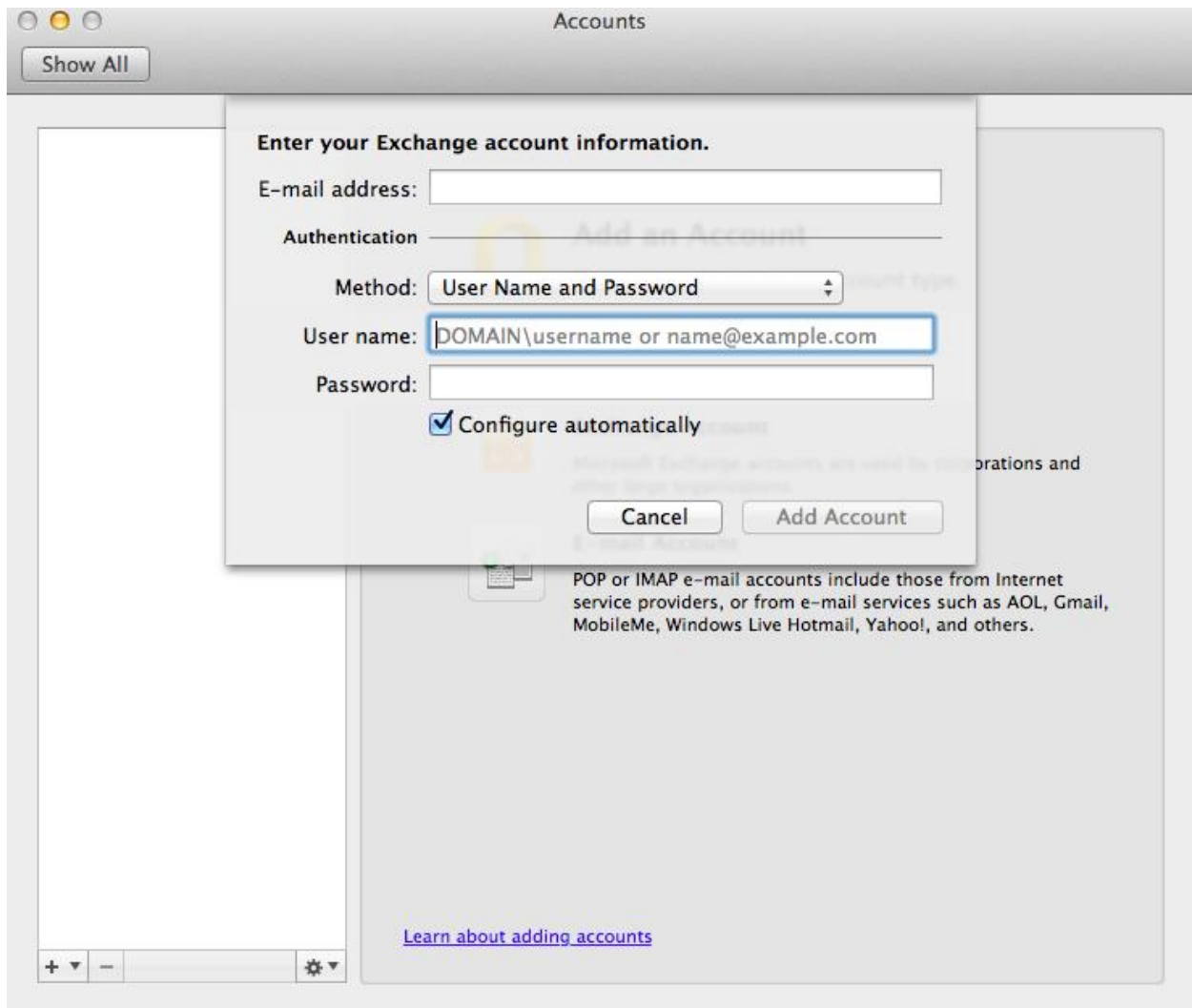




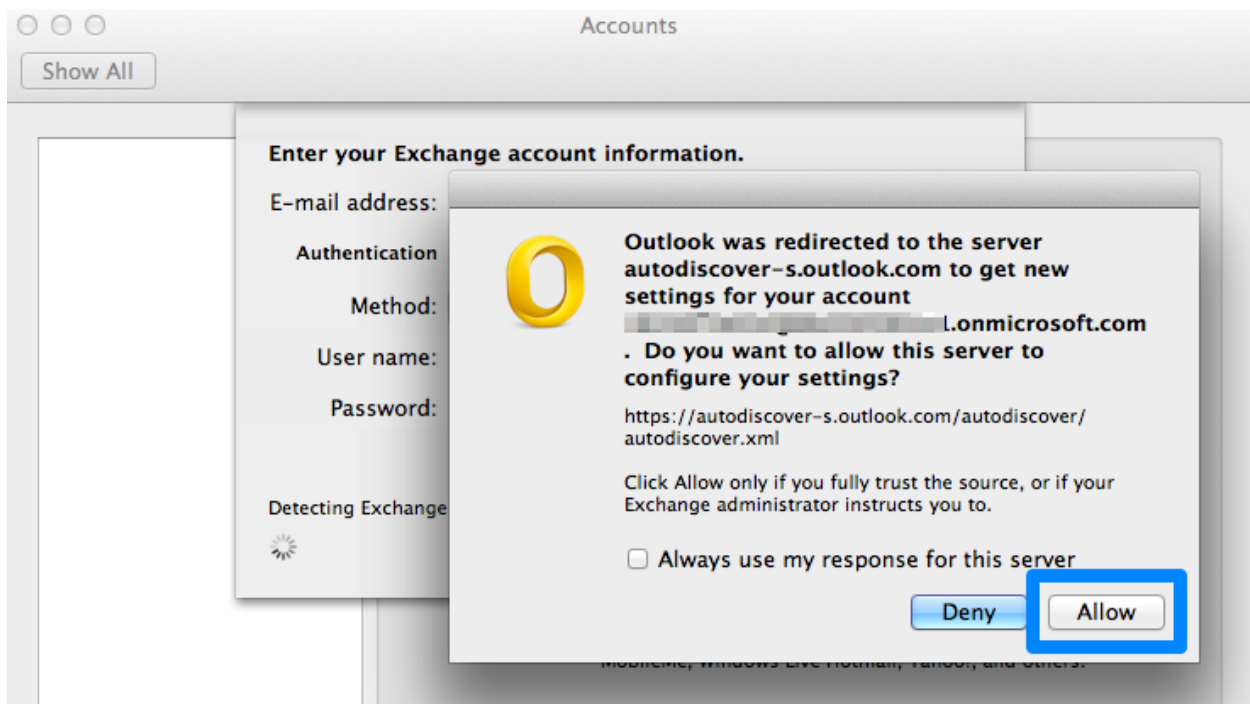
13. Select **Exchange Account**.



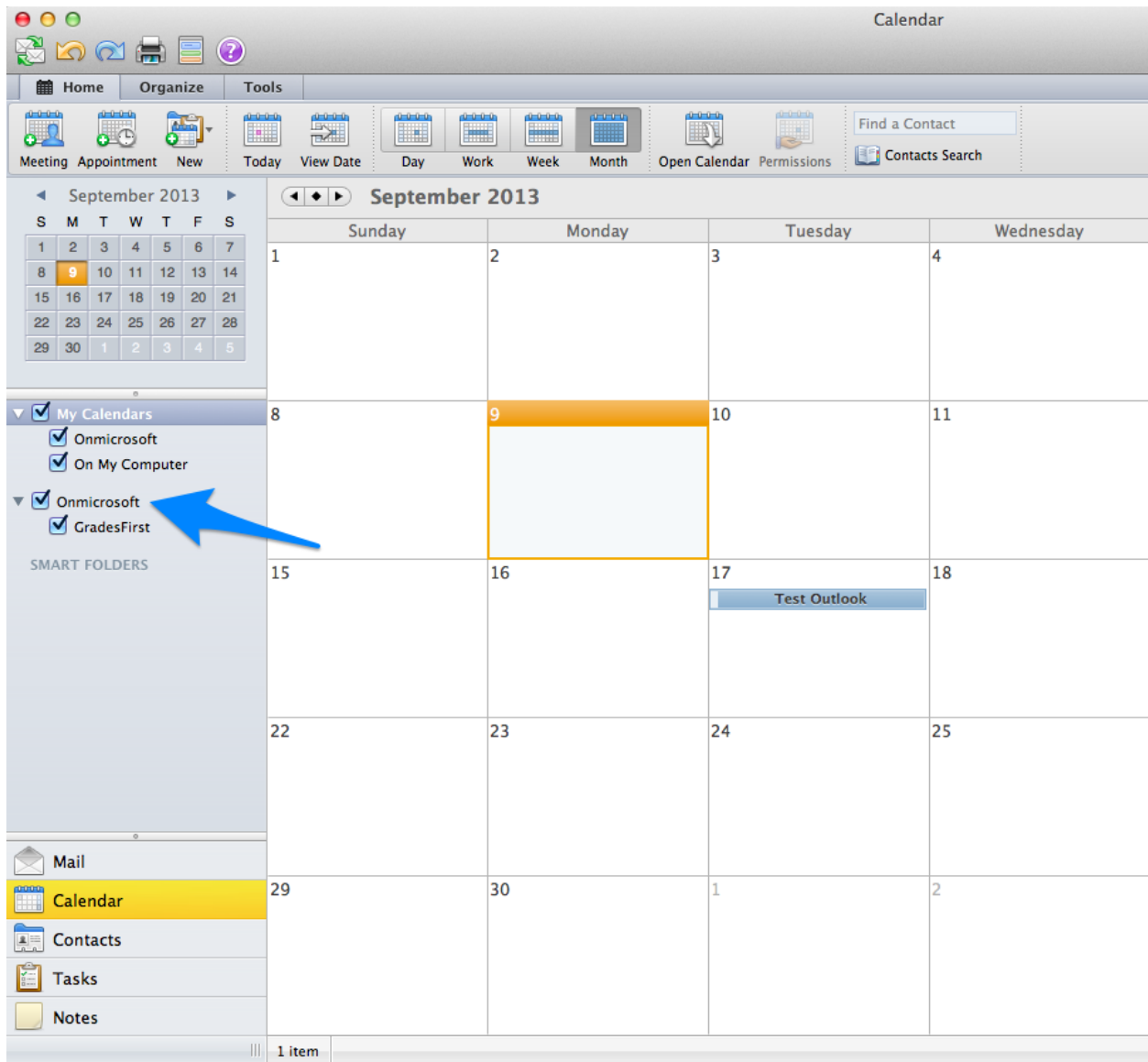
14. In the **E-mail address** and **User name** field, enter yourusername@yoursubdomain.onmicrosoft.com (the same values you used when signing up for Office 365). For Password, enter your Office 365 password.



15. You may see several prompts asking you if you'd like to allow the Outlook.com auto discover server to configure your settings. Click **Allow** each time.



16. Once our Office 365 account is added to Outlook for Mac, click the **Calendar** tab. You should now see your GradesFirst iCal feed from Office 365 included in your Calendars list in Outlook for Mac.



### *Still have questions?*

No problem! Our Support team is ready to help. Feel free to give us a call at 1-800-745-5180, and dial 9 for support. You can also send us an email at [support@gradesfirst.com](mailto:support@gradesfirst.com) or contact your school's Client Success Manager directly.