

# GradesFirst Calendar Integration and Office 365

# **Grades** First





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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

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



2. Click on Office 365 Small Business Premium.





Plans for every business i ze and need. Explore your options.

Office 365 Small Business Premium	Office 365 Midsize Business	Office 365 Enterprise
Big business power with	Effective management, compliance, and team	Advanced tools and capabilities

#### 3. Click on Try now.





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.



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
	Арр.

.onmicrosoft.com

your user ID

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

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

@

You'll use this to sign in to Office 365. Can I remove the .onmicrosoft.com part?

Type your company name, like Contoso, Ltd.

create your new user ID

\* Organization name:

1.00

\* User ID:

. ...

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

com

<del>(</del>	⇒ C ni	🔒 https://ar	nber.gradesfirst.com	/calendar		
		🗐 Hello, 🛛				
	Grad	les <mark>First</mark>				
	Home	Calendar	Conversations	Campaigns	Tutors	Cases
	Calenda SUBSCRIP	alendar ar View List of TIONS	Calendar Items Sub	scriptions		
	Las	Setup Calenda t updated at 09/09/	r Integration 2013 12:57 PM Las	Setup Free/Bu: st file received at 09/05	sy Integration 5/2013 10:32 AM	
	GradesFin	st.com   support@	gradesfirst.com   Online	Support		

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

3 😰 🗐 Grades	Hello,				
Grades					
	First				
Home (	Calendar	Conversations	Campaigns	Tutors Cases	5
External Cal	endaring Setup	Outlook Integration	iCal Integration	Google Integration	n Zimbra Integration
Using An E	External Cale	andaring Program	ו With GradesFi	i <mark>rst</mark> lendar, Zimbra Calen	dar) into GradesFirst, click here. If t
webcal://	py the link liste	d below, find the extern	nal application listin	g in the tabs above, w	which corresponds to what you are

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**.

← → × ♠ 🔒 https://	pod51030.outlook	.com/owa/							☆ 🗟 🐸 👪 •	🗢 🐚 😑
Cffice 365					Outlook	Calendar People N	lewsfeed SkyDrive	Sites ••• Admin	Daniel Rehner	· @ ?
(+) new event	Septembe ∢jan feb mar	e <b>r 2013</b> · apr may jun	jul aug sep	oct nov dec ⊧	go to today			d	lay work week we i∃ share	ek month 🛱 PRINT
✓         SEPTEMBER 2013         ▶           5         M         T         W         T         F         S           1         2         3         4         5         6         7           8         9         10         11         12         13         14           15         16         17         18         19         20         21           2         3         4         5         6         7	sunday Sep 1	MONDAY 2	TUESDAY 3	4	thursday 5	FRIDAY 6	saturday 7	MONDAY, SEPTEMBE	:R 09, 2013	
29 30 CCTOBER 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12	8	9	10	11	12	13	14			
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 MY CALENDARC new calendar	15	16	17	18	19	20	21			
Calend open calendar      OTHER CA     new calendar gro     rename calendar g     delete calendar gr	up roup	23	24	25	26	27	28			

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: ]radesfirst.com/cal/yLRcWXRrFOvH/GradesFirst.ics open cancel

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

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Office 365					Outlook	Calendar People	e Newsfeed SkyDrive	Sites ••• Admin	• • •
(+) new event	Septemb ∢jan feb m	o <mark>er 2013</mark> ar apr may ju	ın jul aug ser	o oct nov de	c ▶ go to today			day work week we	ek month PRINT
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1 2 2 23 24 25 26 7 28 29 30 31 1 2 MY CALENDARS	15	16	17	18	19	20	21		
Calendar GradesFirst OTHER CALENDARS	22	23	24	25	26	27	28		
	29	30	Oct 1	2	3	4	5		

#### 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**.

00	Outlook Preferences						
Show All							
Personal Sett	ings	-					
[8]		- E		AA	ABC		
General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect		
E-mail							
		»J	B				
Reading	Composing	Signatures	Rules	Schedules			
Other							
		2					
Calendar	Contacts	Sync Services	Feedback				

13. Select Exchange Account.

● ○ ○ Show All	Accounts
	Add an Account To get started, select an account type.
	Exchange Account         Microsoft Exchange accounts are used by corporations and other large organizations.         Image: State of the state
+ • - 4	Learn about adding accounts

#### 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.

	Enter your Exchange account information.	
	E-mail address:	
	Authentication	
	Method: User Name and Password 🗘	
	User name: DOMAIN\username or name@example.com	
	Password:	
	Configure automatically	
	brations and	
	Cancel Add Account	
	POP or IMAP e-mail accounts include those from Internet	
	service providers, or from e-mail services such as AOL, Gma MobileMe, Windows Live Hotmail, Yahoo!, and others.	ail,

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.

Show All		Accounts
	Enter your Exchange according to the second	Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account Lonmicrosoft.com . Do you want to allow this server to configure your settings?
	Detecting Exchange	Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

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 <a href="mailto:support@gradesfirst.com">support@gradesfirst.com</a> or contact your school's Client Success Manager directly.