GradesFirst Calendar Integration and Office 365

Table of Contents

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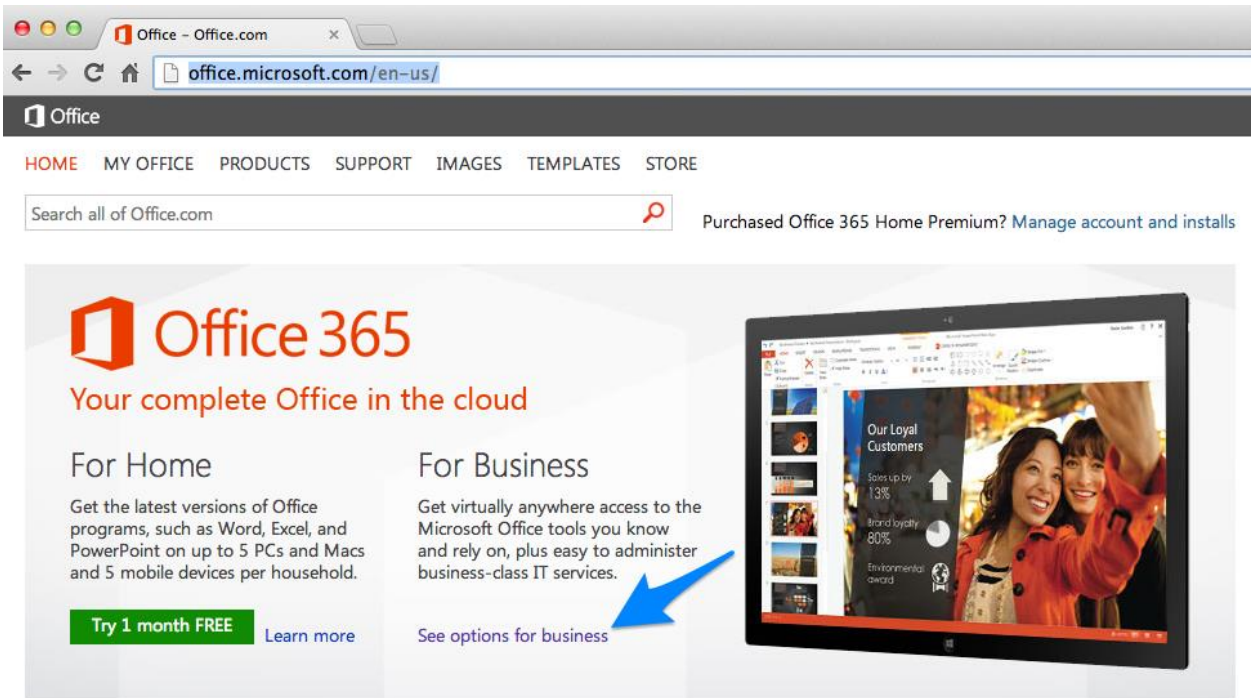
2. Click on **Office 365 Small Business Premium**.

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 App.

Adding your GradesFirst iCal Feed into your Office 365 Account

6. In GradesFirst, navigate to **Calendar > Subscriptions > Setup Calendar Integration**.
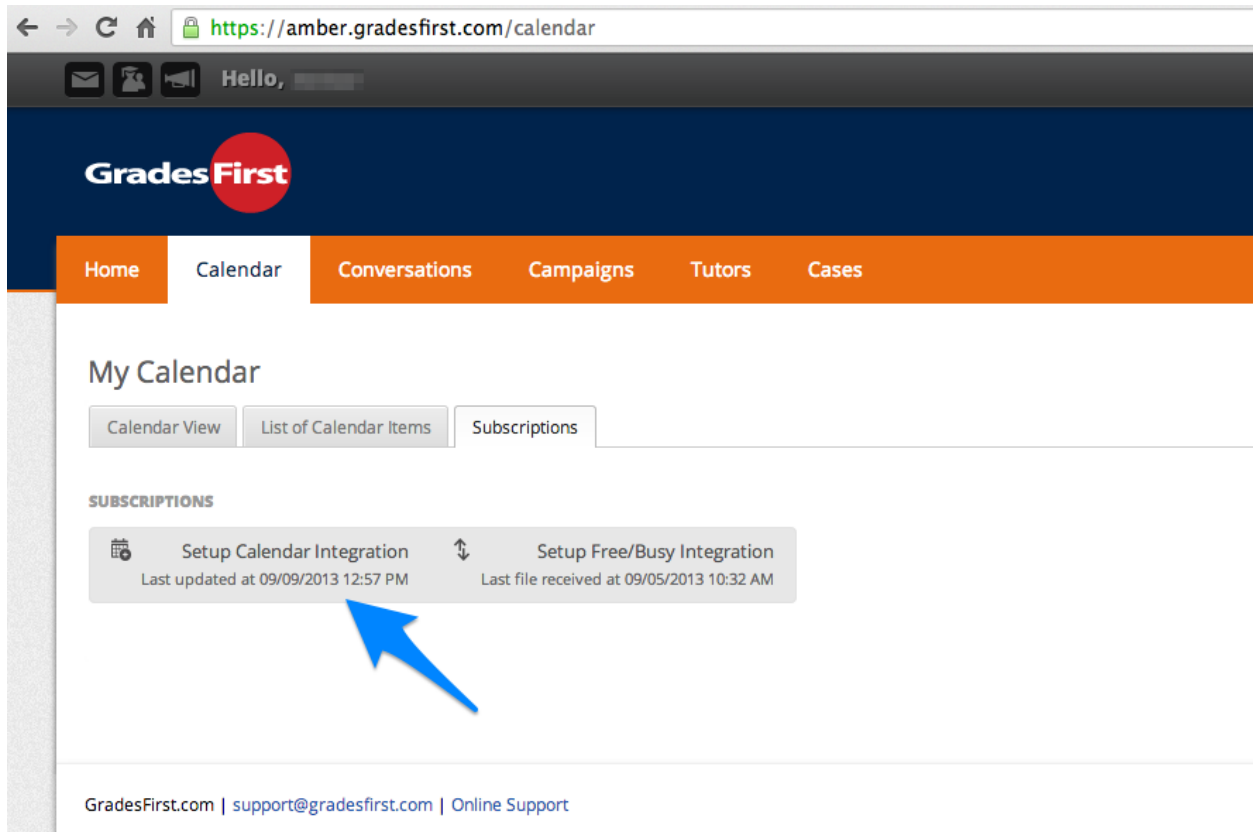
7. Copy the URL of your iCal feed to your clipboard.
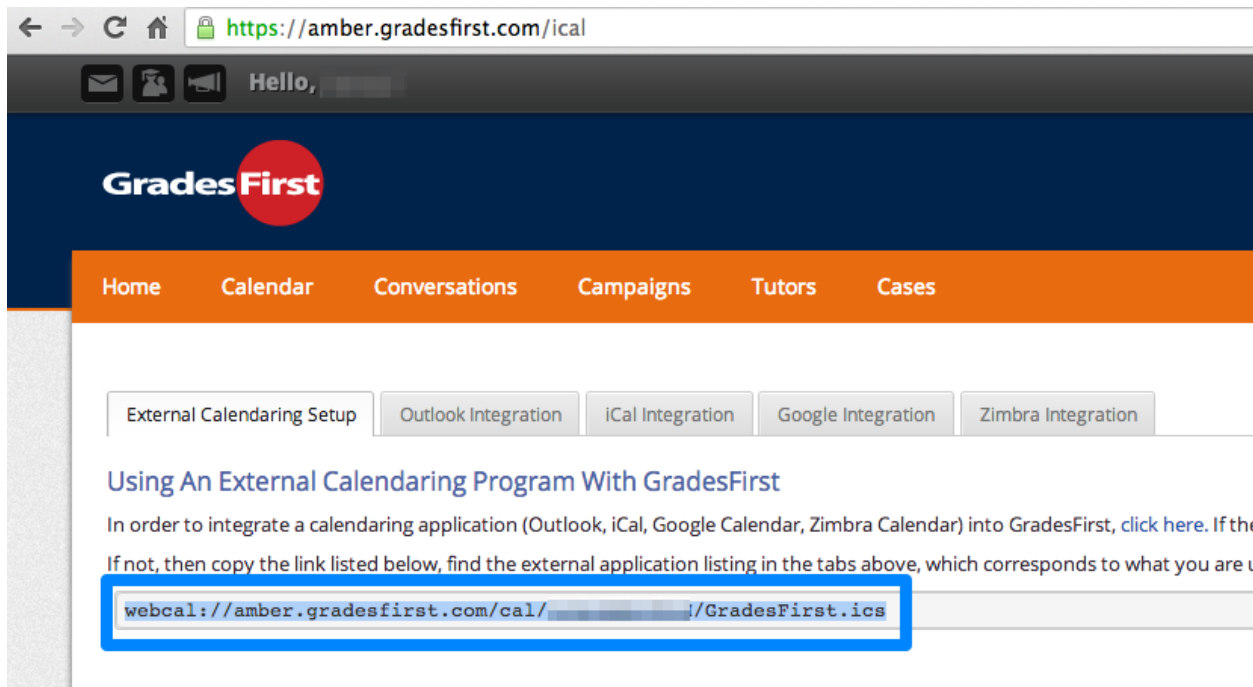
8. In a new browser tab or window, swap back over to your Office 365 account. In the blue navigation bar, click **Calendar**.
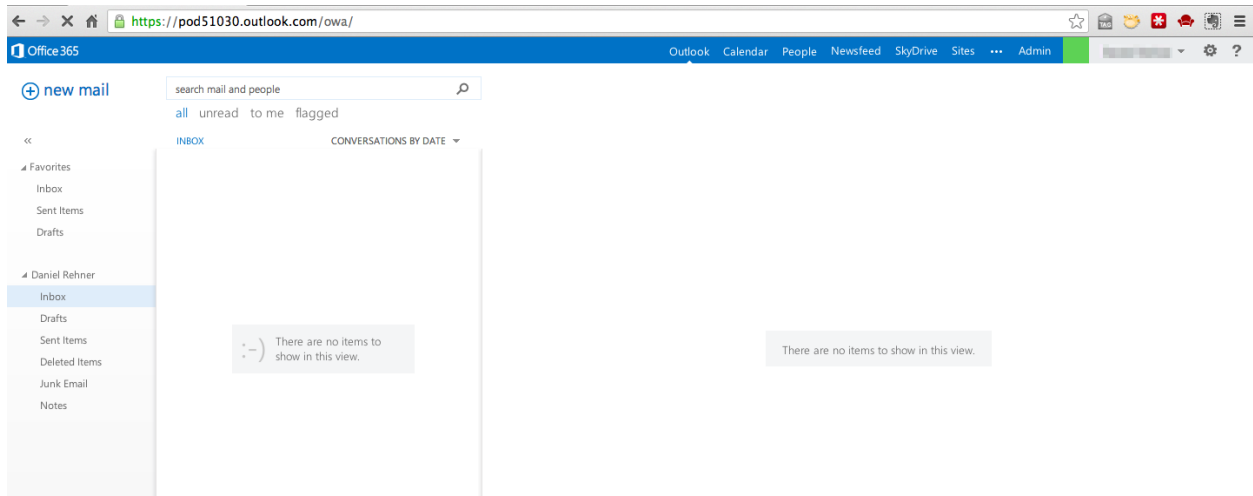
9. Now, right-click on My Calendars and select **open calendar**.
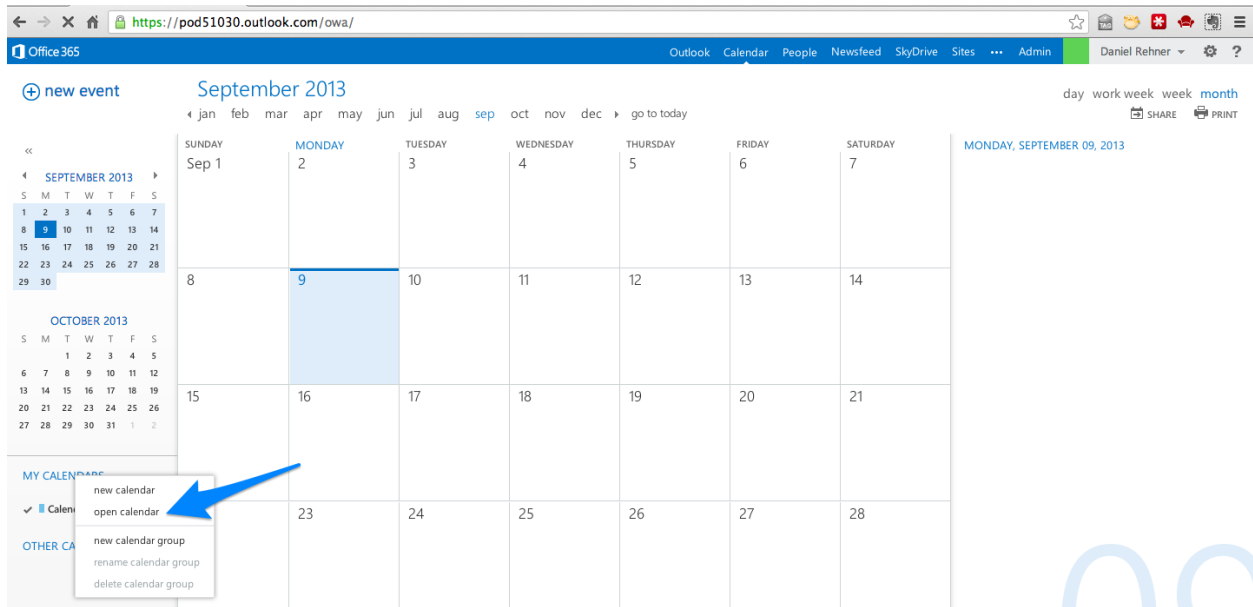
10. In the "open calendar" dialog, paste the URL to your GradesFirst iCal feed into the Internet calendar field and click the "open" button.

open calendar

From Directory:

Internet calendar:

jradesfirst.com/cal/yLRcWXRrFOvH/GradesFirst.ics

[open] [cancel]

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

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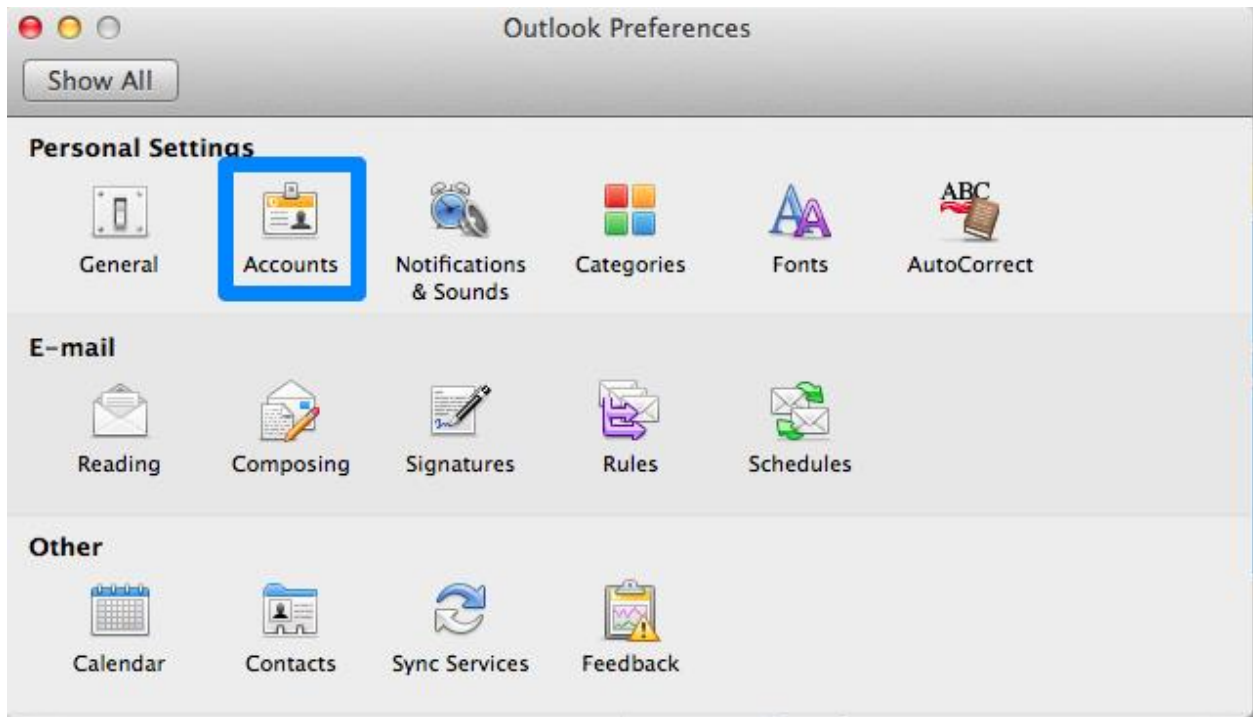
13. Select **Exchange Account**.
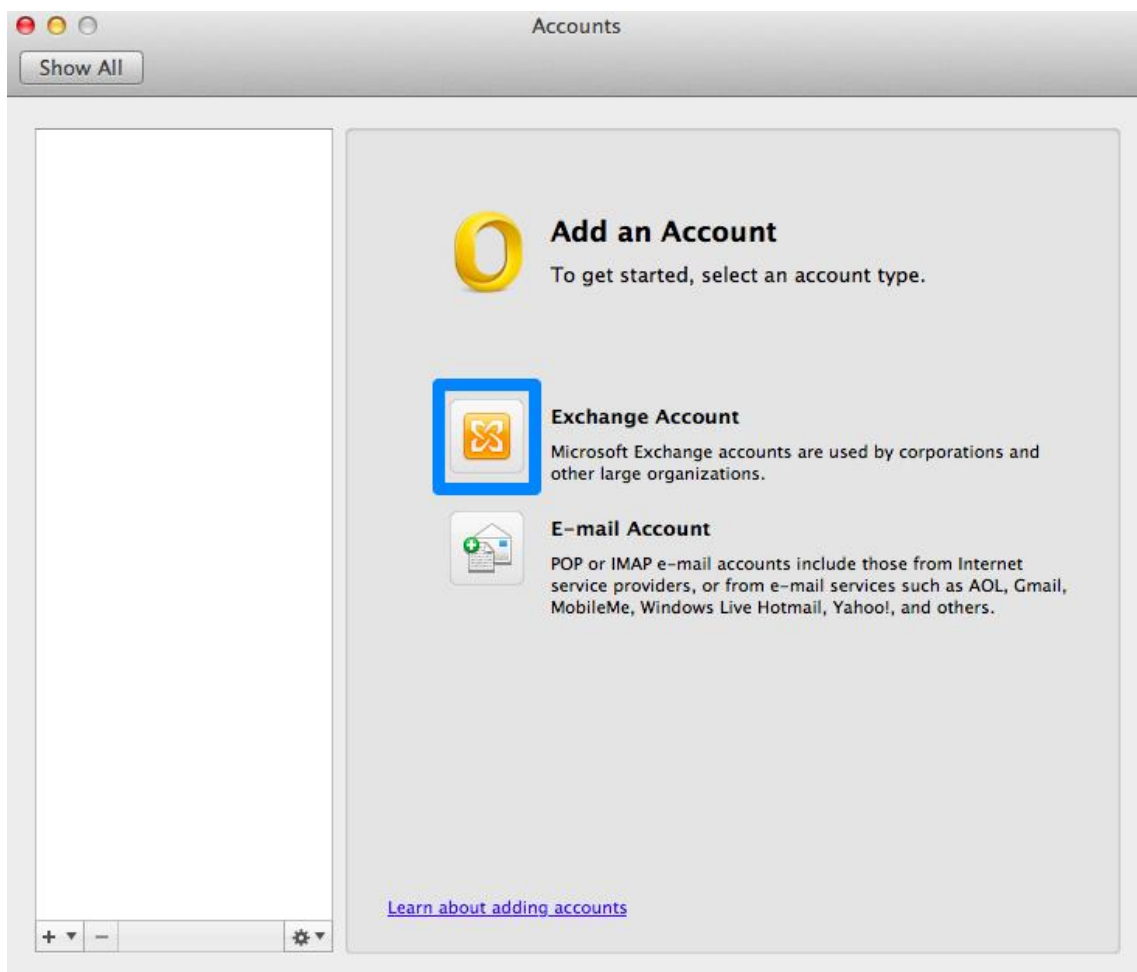
14. In the **E-mail address** and **User name** field, enter
    yourusername@yoursubdomain.onmicrosoft.com (the same values you used when signing up
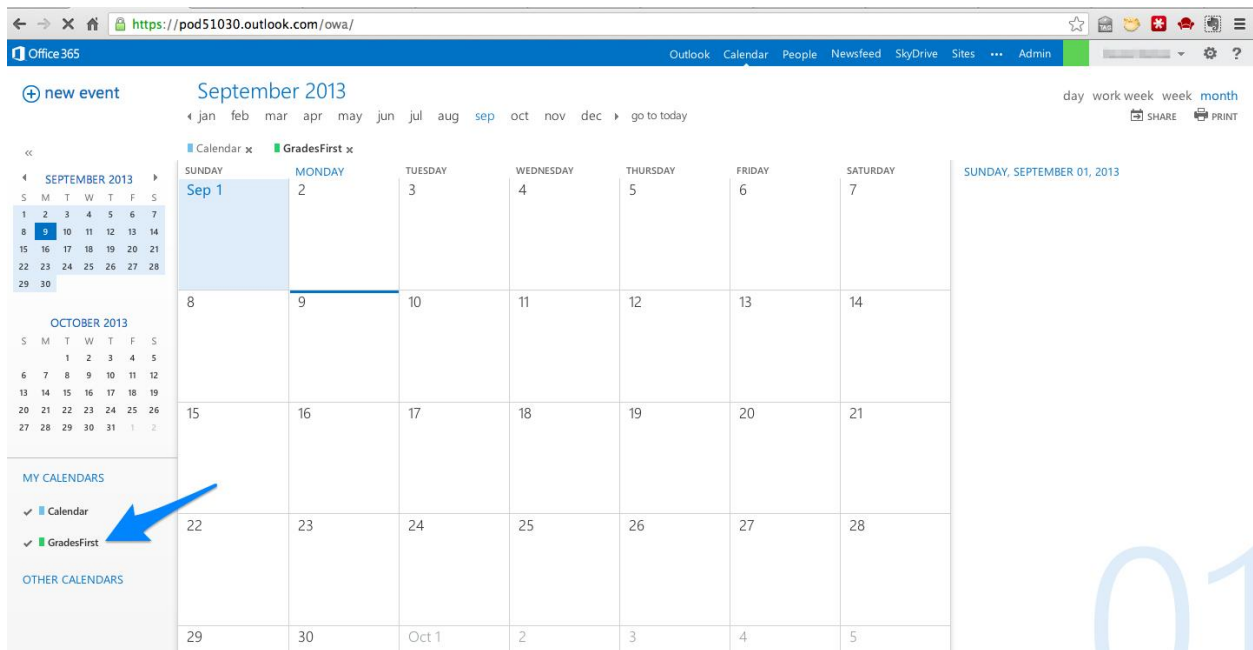   for Office 365). For Password, enter your Office 365 password.

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.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Detecting Exchange

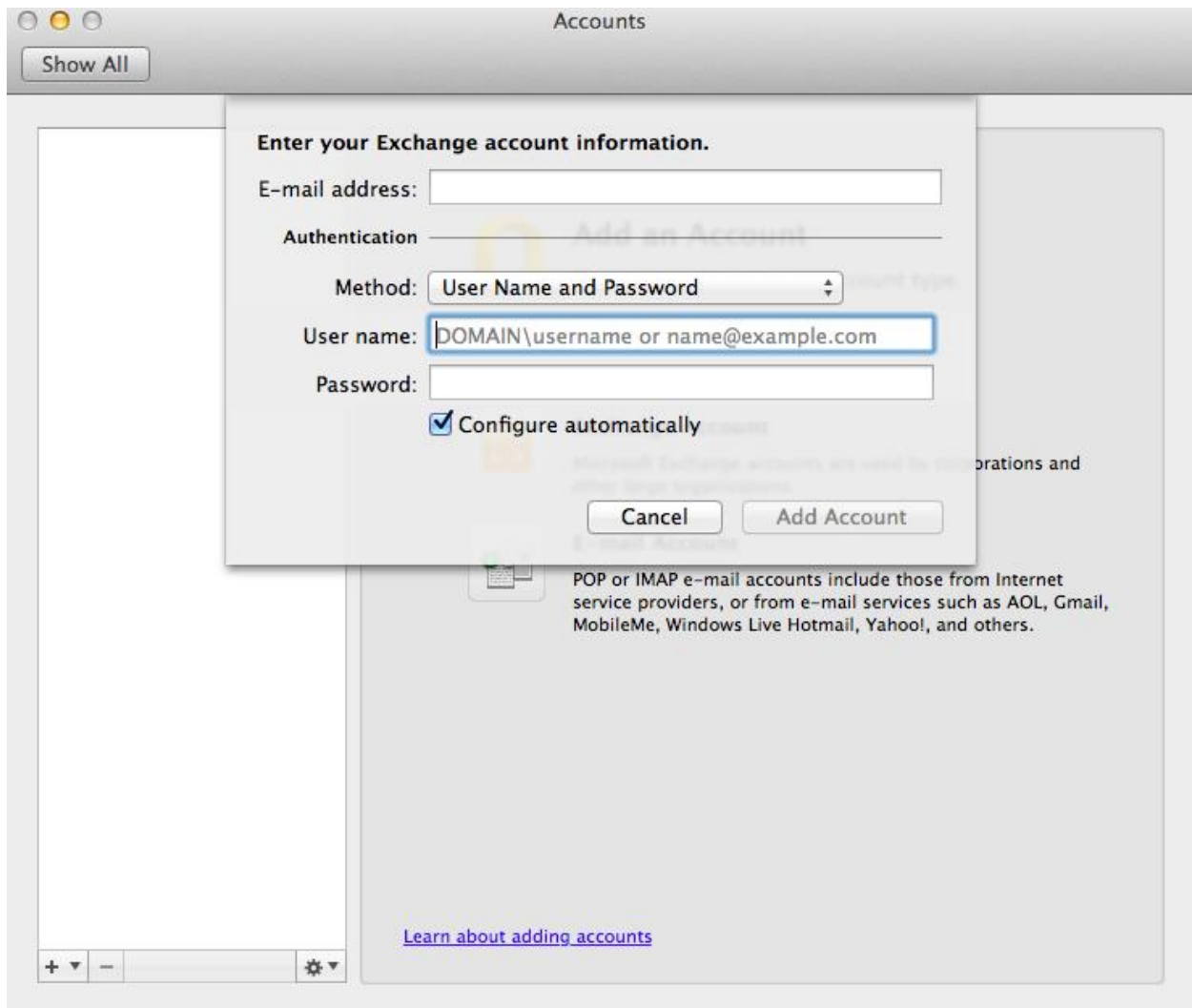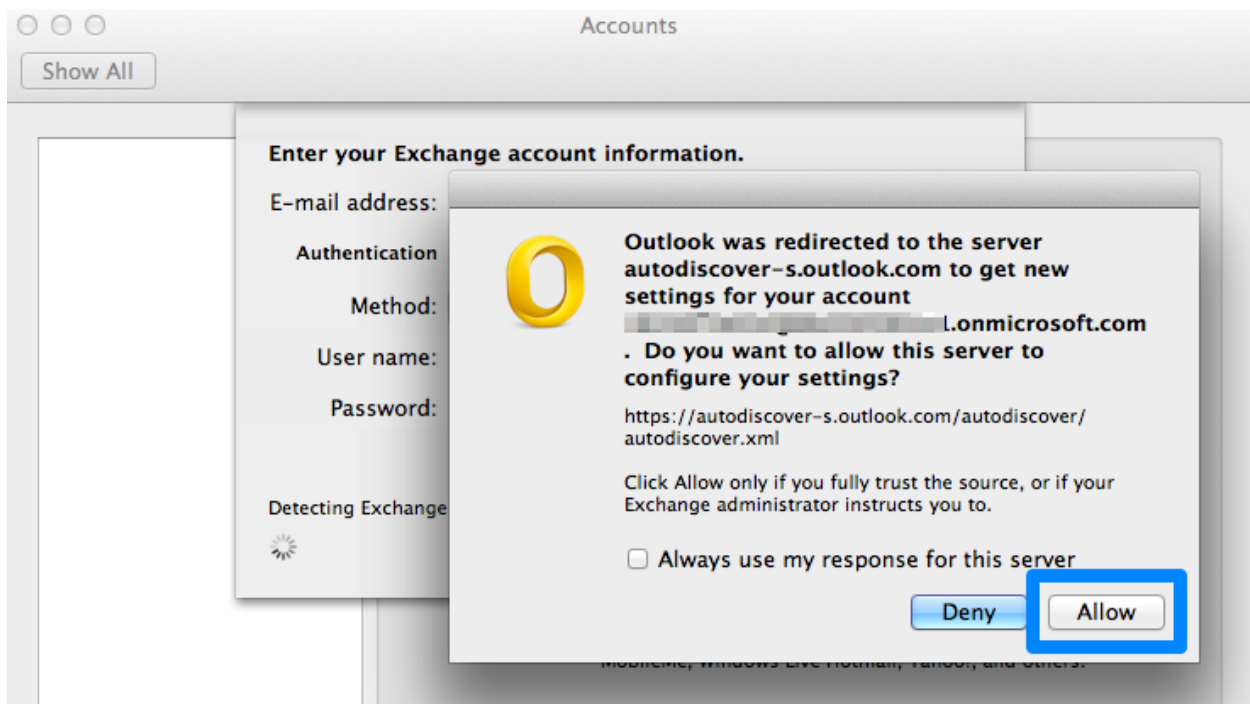**Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account** ███████████**.onmicrosoft.com . Do you want to allow this server to configure your settings?**

https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

☐ Always use my response for this server

Deny   Allow

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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.
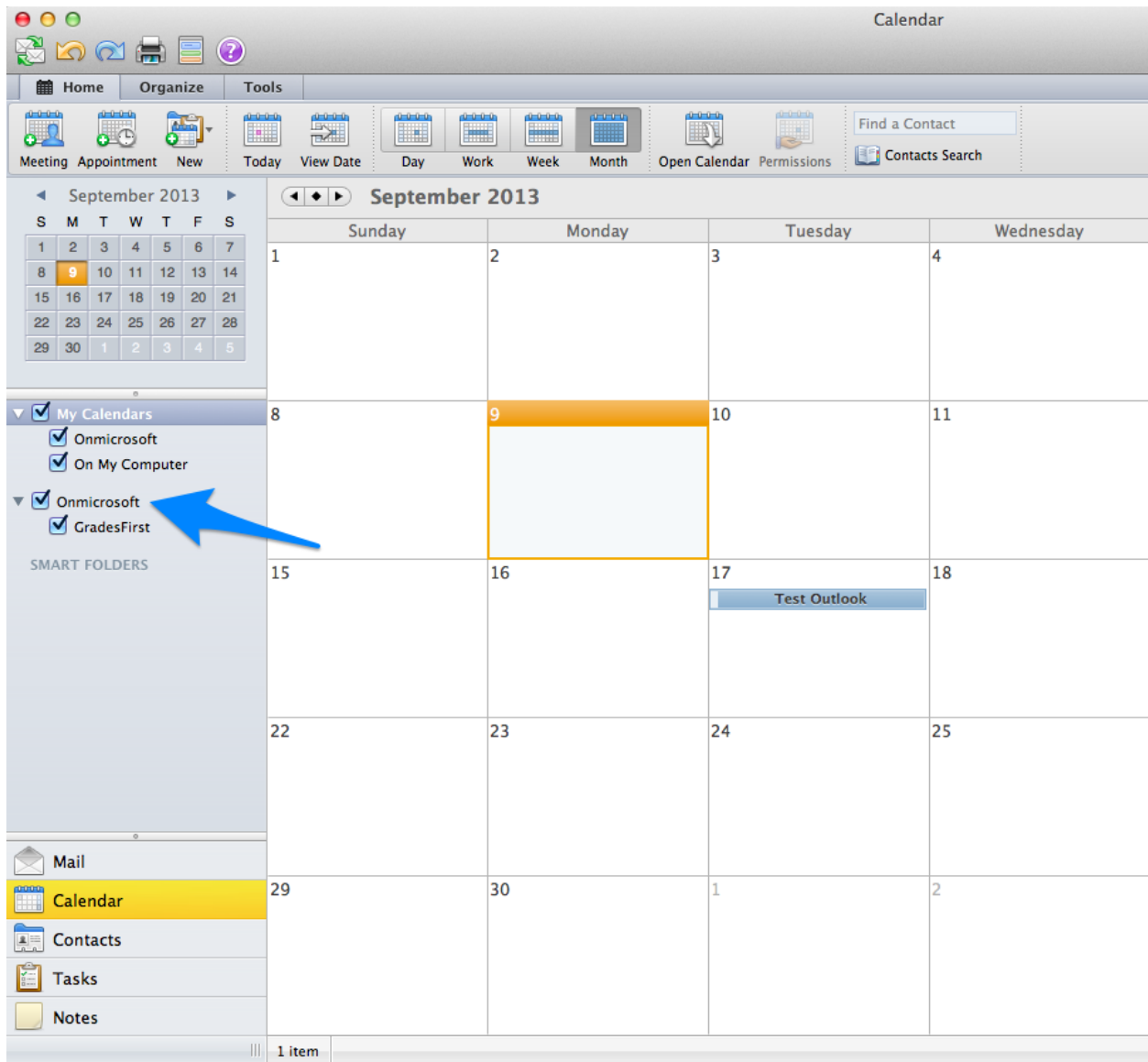
Still have questions?

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 or contact your school's Client Success Manager directly.