

# Calendar Integration Setup and Troubleshooting

**Grades**  **First**



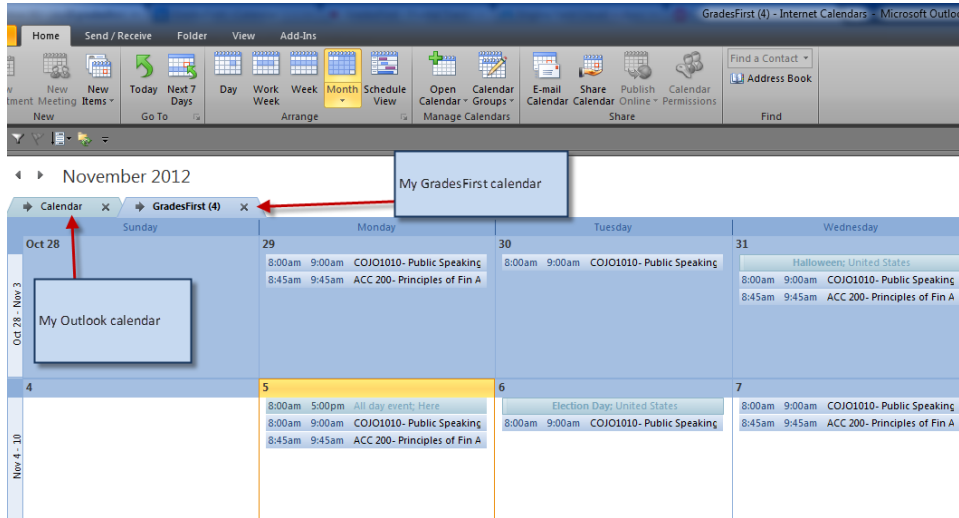
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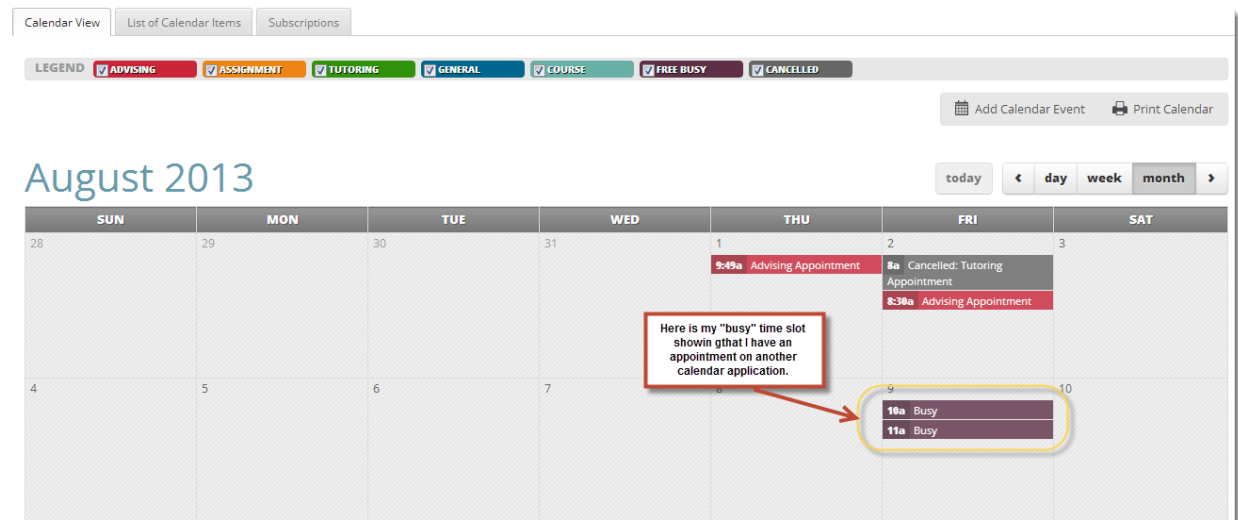
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# Introduction

Calendar subscription is a tool that allows you to integrate your GradesFirst calendar with another calendar application such as Outlook, iCal, Google Calendar or Zimbra. Once this subscription is complete, you will immediately see a new calendar side by side your existing calendar in your email application.



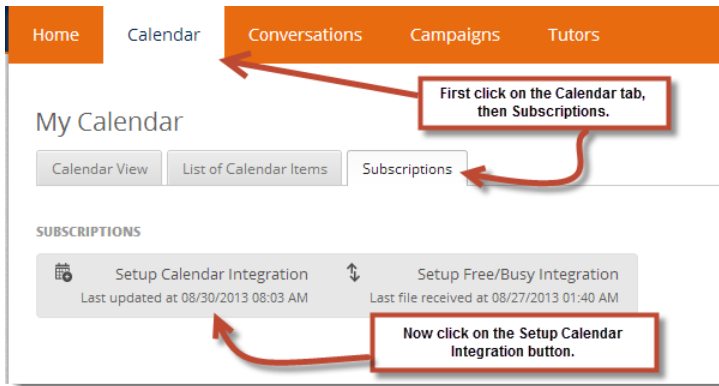
The Free/Busy subscription looks for appointments you have created in your email calendar application and will update them by adding a block of time to your GradesFirst calendar called "Free/Busy". *One thing to note here is that your appointment details will not be visible to others, but will be added to your GradesFirst calendar by simply a "free/busy" block of time.*



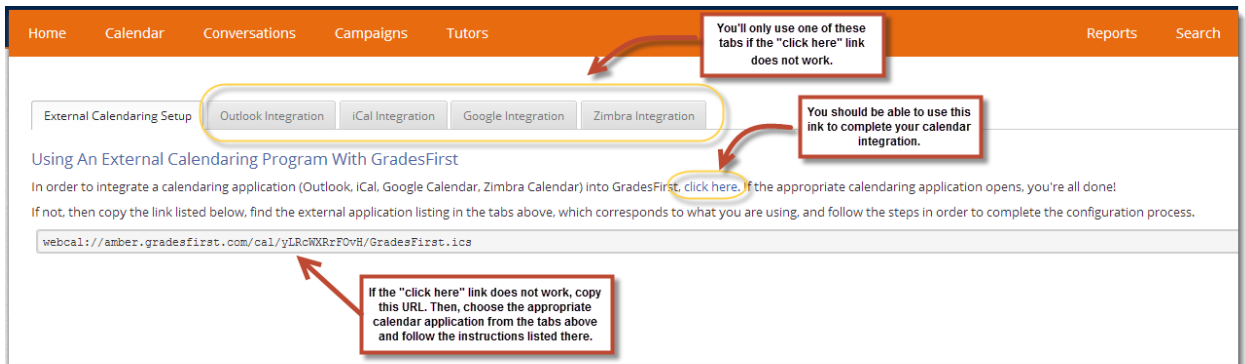
# Setting up Calendar Integration

## GradesFirst Specific Steps

1. Log into GradesFirst.
2. Click the **Calendar** tab.
3. Click the **Subscriptions** tab
4. Click on the **Setup Calendar Integration** button.



5. On that tab, use the **click here** link. If you're calendaring application opens, you're all done. If not, proceed to the next step.
6. Copy the **webcal URL** listed on this page.
7. Choose the calendar application from the tabs above it and follow the remaining instructions on that page.

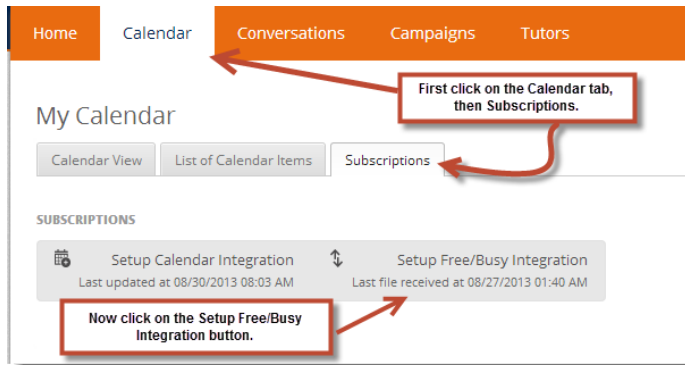


If you are not using Free/Busy and would like to test your ical setup, simply create an appointment in GradesFirst and name it e.g. "Test Appointment." Generally within a 15 min interval the appointment will be visible on your inbox calendar.

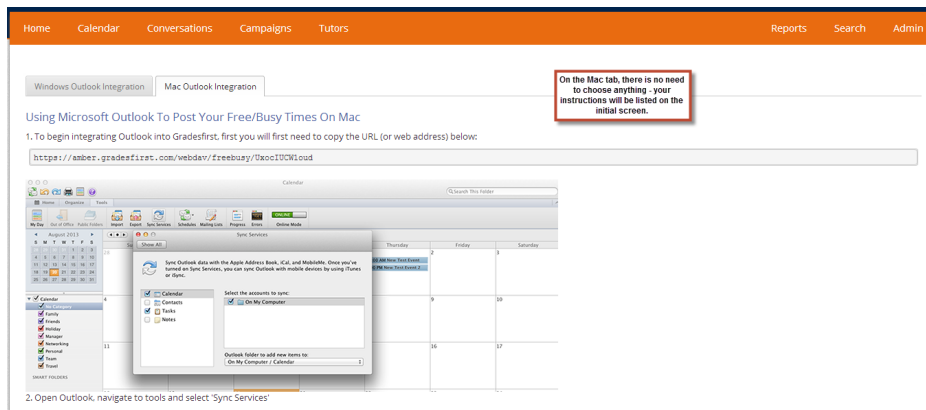
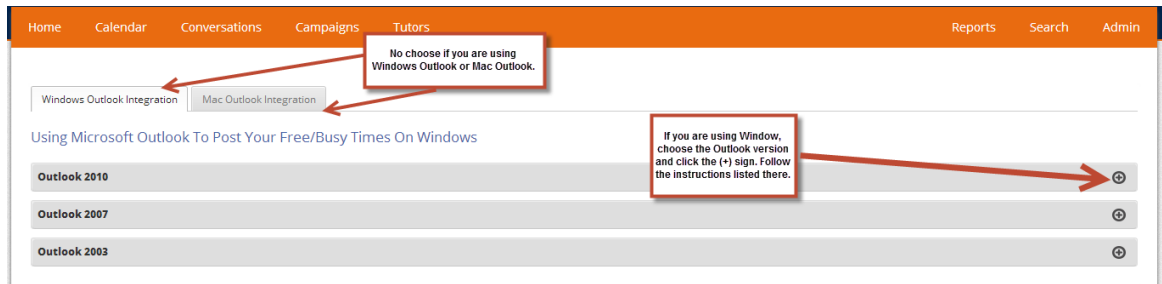
# Setting up Free/Busy Subscription

## GradesFirst Specific Steps

1. Log into GradesFirst.
2. Click the **Calendar** tab.
3. Click the **Subscriptions** tab
4. Click on the **Setup Free/Busy Integration** button.



5. Now choose if you are using Windows or Mac.
6. For Windows, click the version you are using and follow the instructions listed. For Mac, the instructions will be listed on the initial tab.

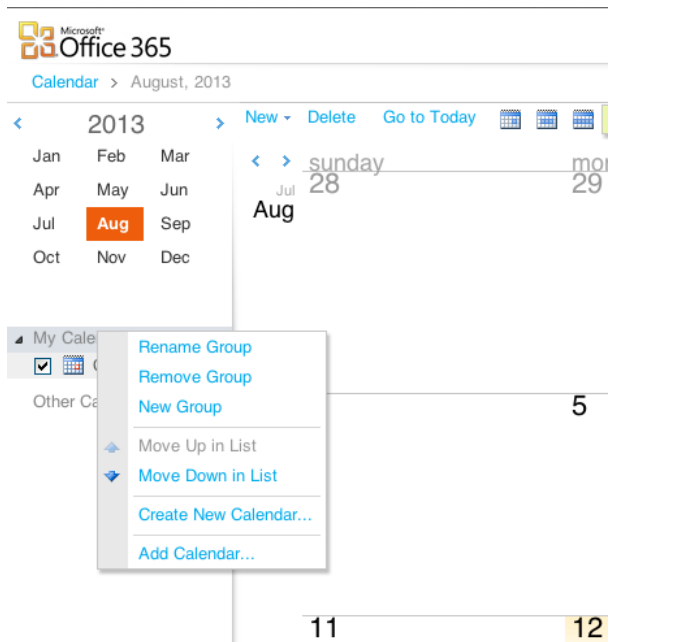


While you will not see anything happen on your screen, your computer will commit this URL into memory so that you can “paste” into the application. Lastly, locate the version of Outlook you are currently using and follow those specific steps to complete the integration process.

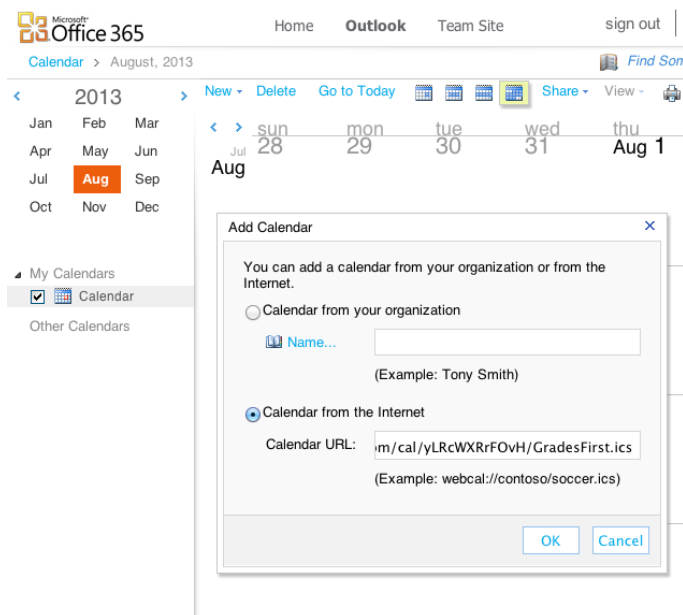
# Alternate Method for Mac Calendar and Free/Busy Integration (Calendar Publishing)

## Calendar Integration

1. In GradesFirst, navigate to Calendar > Subscriptions > Setup Calendar Integration.
2. Copy the UTL on that page (e.g., [webcal://subdomain.gradesfirst.com/cal/asdfxcvasdf/GradeFirst.ics](http://webcal://subdomain.gradesfirst.com/cal/asdfxcvasdf/GradeFirst.ics)).
3. In Safari or FireFox on Mac, login to Outlook Web Access.
4. Right click on “My Calendars” and select “Add Calendars.”



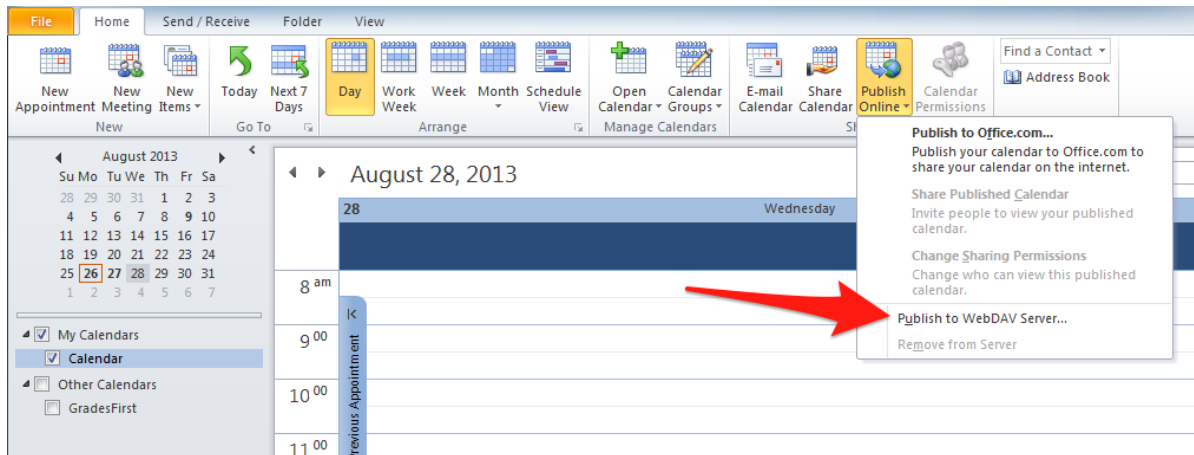
5. Paste the URL from GradesFirst into the “Calendar URL” box and click OK.



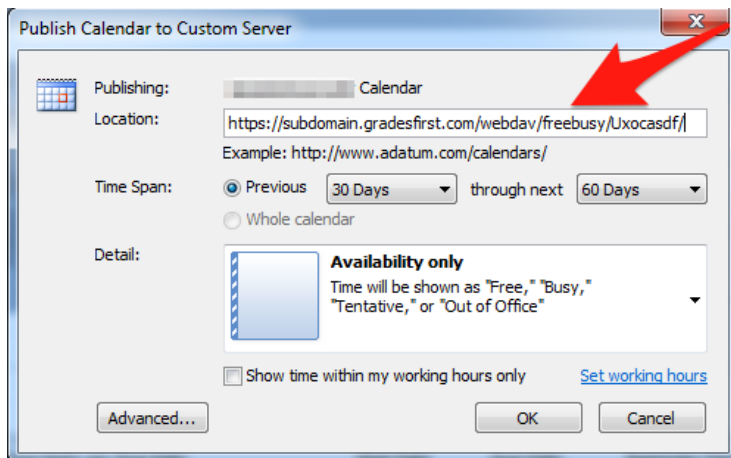
The Calendar should appear in Outlook shortly.

## Free/Busy Integration

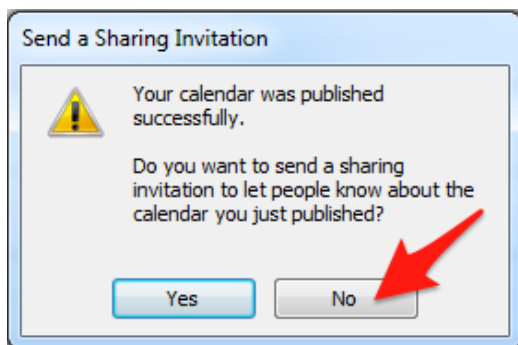
1. In GradesFirst, navigate to Calendar > Subscriptions > Setup Free/Busy Integration.
2. Copy the Calendar Publishing URL.
3. In Outlook, select Calendar > Publish Online > Publish to WebDAV server...



4. Enter the URL you copied from GradesFirst in the Location box. Click OK.



5. You should then see a success message. Outlook will ask if you'd like to send an invitation to let others know about the calendar you've published. Click No.

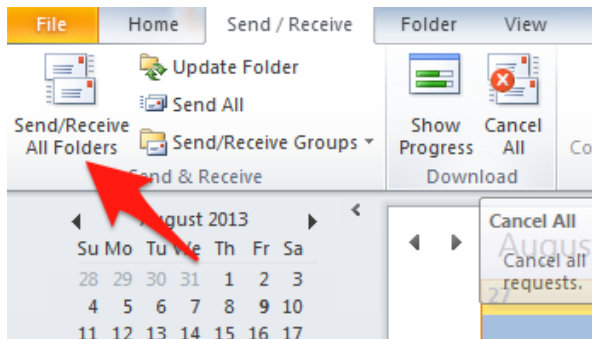


6. Add a few test appointments to your Outlook calendar.
7. After a few minutes, your appointments should appear on your GradesFirst calendar as busy blocks.

## Troubleshooting Calendar Publishing

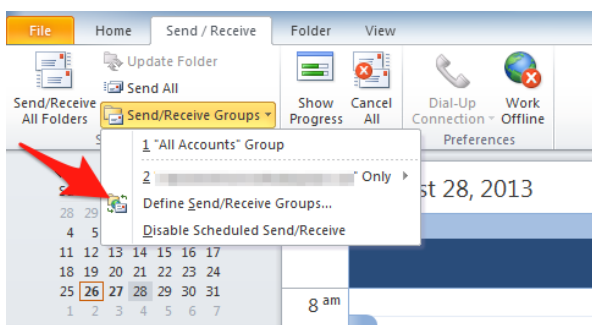
If your calendar does not appear in GradesFirst after a few minutes, please try:

1. Add a few test appointments, select the Send / Receive tab, and click Send/Receive All Folders.

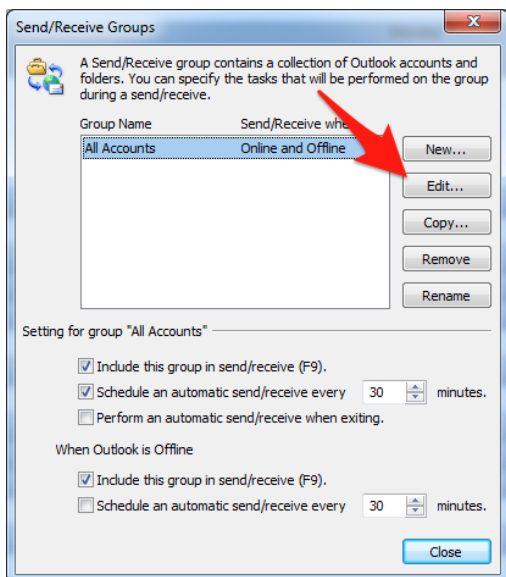


2. Check Send/Receive Group settings.

- In Outlook, select the Send / Receive tab, then Send/Receive Groups, then Define Send/Receive Groups.

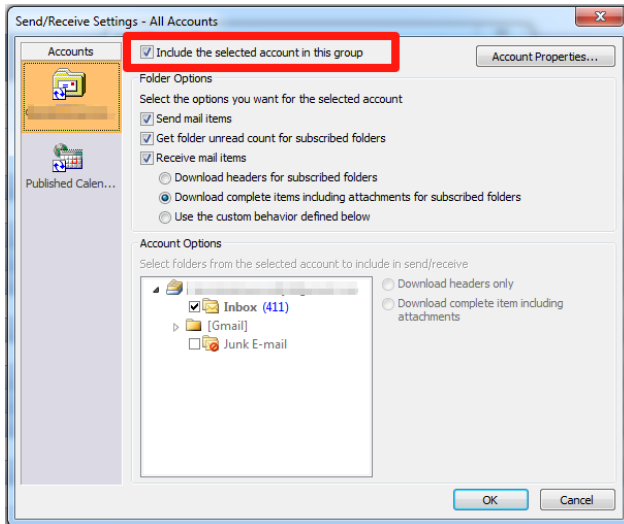


- In the Send/receive Groups dialog, notice that you can adjust your automatic send/receive frequency. Now click Edit.

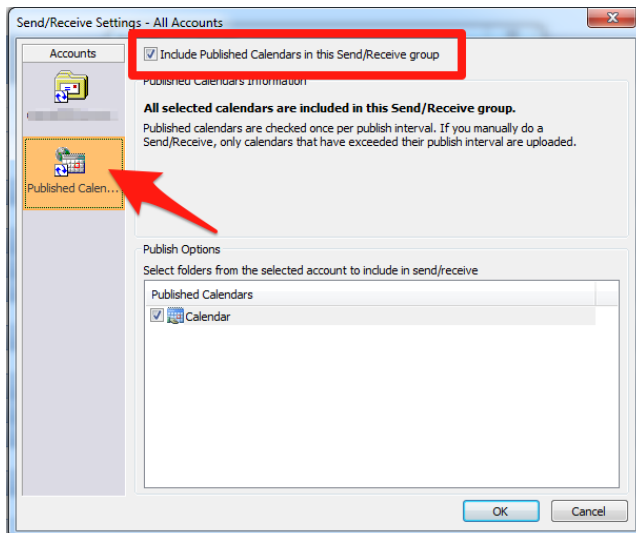




- Make sure that the "Include the selected account in this group" checkbox is checked.



- In the Accounts list on the left, click "Published Calendars". Make sure the "Include Published Calendars in this Send/Receive group" checkbox is checked. Then, click OK.



- Try adding a few test appointments to your Outlook calendar. Then, click "Send/Receive". Wait a few minutes and see if your Outlook appointments appear in GradesFirst.

