

# Publishing a Calendar and Viewing a Published Calendar

If you would like to share your calendar with users outside of Salisbury University you must do so by publishing your calendar. Below are instructions on publishing your calendar and subscribing to the published calendar.



## Note:

**Published calendars are viewable by anyone with the link to the calendar.**

**Calendar updates can take 3-24 hours when using the Internet Calendar Subscription (ICS) option.**

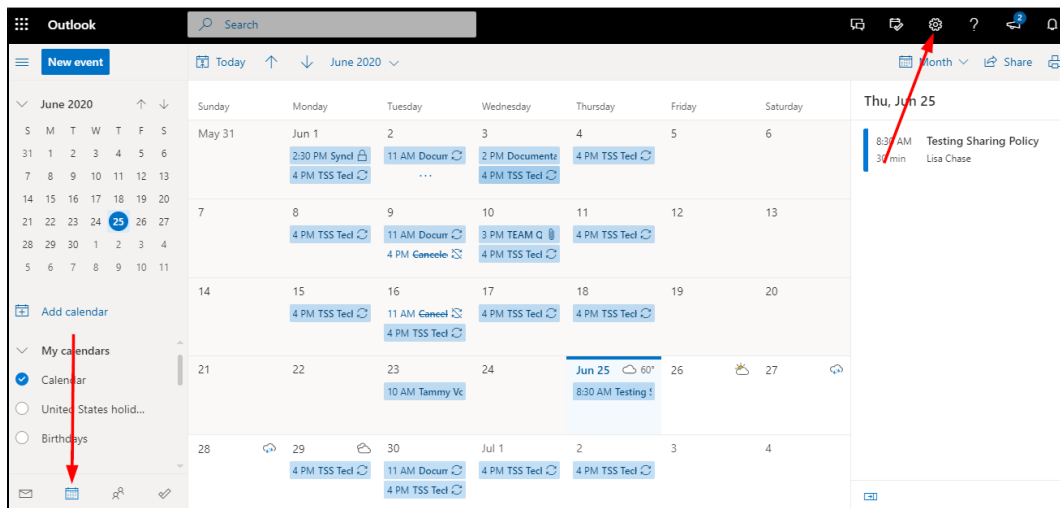
**Users in other organizations are limited to view only when Busy.**

Go to <https://www.office.com/> and login with your SU email address and password.

Select **Outlook** from the available list of applications.

In the Outlook WebApp choose the **calendar** icon on the bottom left.

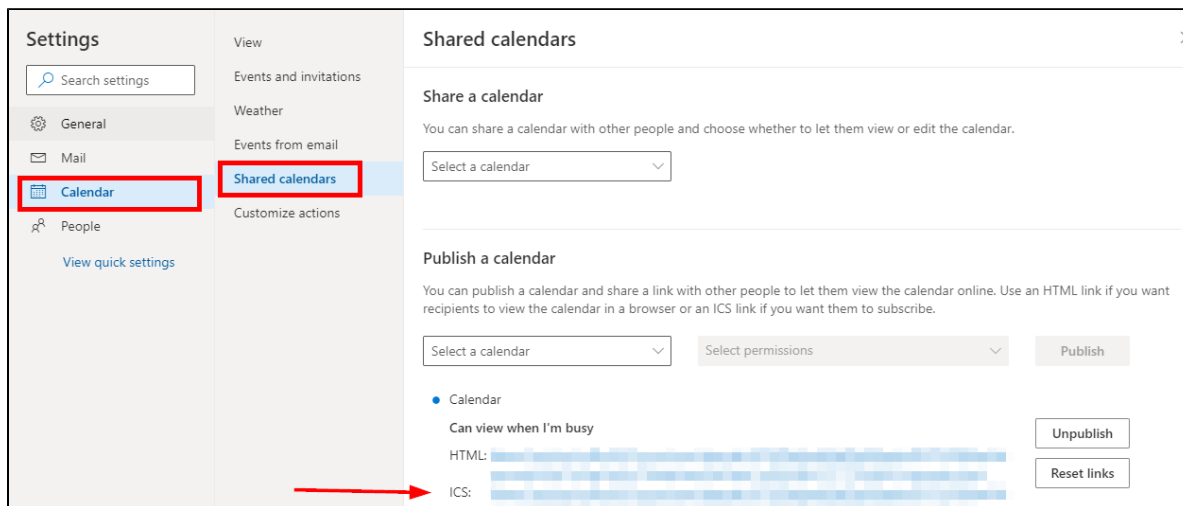
Select the **settings** icon on the top right then choose **View All Outlook Settings**



With the **Calendar** category selected choose **Shared Calendars**.

Select your **calendar** from the pull down and choose the sharing **permissions** that you would like then click **Publish**.

You will now see the **HTML** and **ICS** link for your published calendar.



Supply the link to the user you would like to view your calendar-anyone who has the link will be able to view the published calendar.

The **HTML** link will allow users to open the calendar in a browser to view.

The **ICS link** will allow them to import/subscribe to the published calendar by adding it to their calendars.

For a user to add a subscribed calendar in the Outlook WebApp they will go to **Calendars** and select **Add Calendar**.

Choose **Subscribe from Web**, enter the **ICS link** in the spot provided and click **Import**.