Outline of Steps:

I. Create a Sharing Link in Event Manager
II. Set-up the Calendar Link in Outlook

I. Create a Sharing Link in Event Manager

1. Click on the gear icon (⚙️) on the left-hand navigation to access the Site Administration settings page.
2. Click on Sharing under Site Administration section.
3. Click Add New Share
4. Enter a Name for this share.
5. Select the Type of share as iCal, and set the date range to the preferred amount of time you would like the calendar to sync with your outlook.

6. Select your building’s location.
7. Select the type of events you want displayed.
   - **Highlighted Events** – Events highlighted on the public calendar. These may be something like a Ribbon Cutting for a new building, or another district-sponsored event.
   - **Private Events** – These events are not listed on the public calendar, but may be pertinent to your building’s operations, e.g. Right Response Training. They are visible on the internal calendar.
   - **Unlisted Events** – These events have even more limited visibility and are only seen by the requester and site coordinator.
   - **Cancelled Events** – Events that have been canceled.

8. Enter the maximum **Number of Events** that will show in the share.
9. **Recurring Events Rule**: For recurring events, choose whether you would like the share to display only the next event in the series or all events in the series

10. Click on this link for more information on details for setting up sharing and **Templates (what info will be displayed and how)** if you want to learn more or customize the information (Or go to “Help” in Event Manager navigation and click on **Basic Features > Sharing**).

11. Click **Save and Get Code**
12. Copy the **Script** that populates

```plaintext
https://events.dudesolutions.com/FWPS/page/ical/?id=a8f3a43-554f-4ab3-aedd-588e2a95cb0
```
II. Set-up the Calendar Link in Outlook

1. Go to your Calendar in Outlook.
2. Select Folder from the main menu on the top
3. Select Open Calendar
4. Click on From Internet
5. Copy and paste the link into the dialogue box that pops up.
6. Rename the Calendar. It will show up in your Other Calendars list.
7. You may consider copying events to your calendar that you would like to show on the same page.