



FWPS Facility Use

Event Manager | Quick Tips

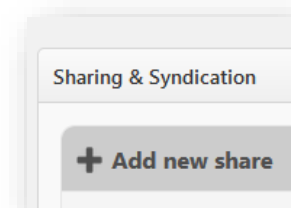
How to Automatically Share Events with Outlook

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.



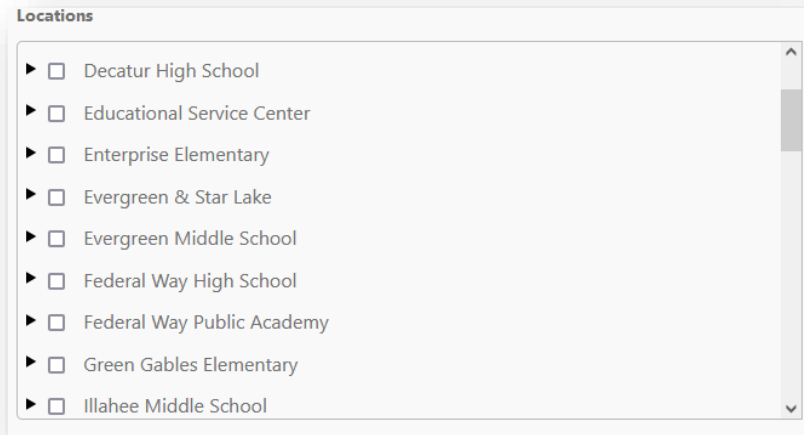
Type

ICAL

Date Range

Next 180 Days

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.

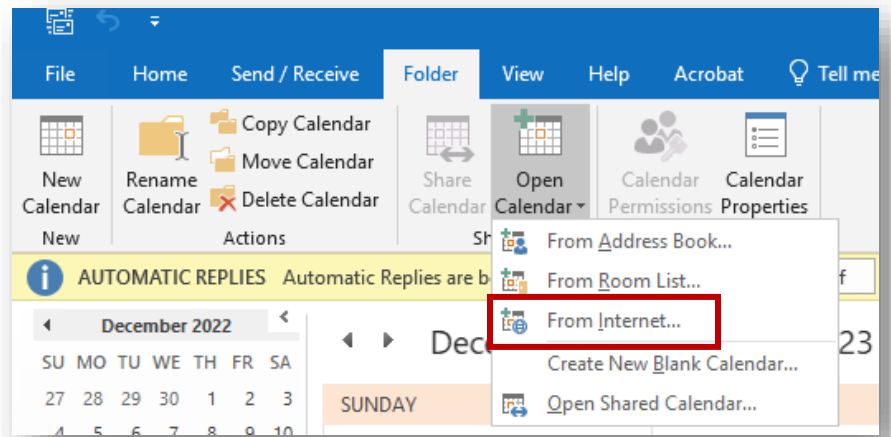
8. Enter the maximum **Number of Events** that will show in the share.
9. **Recurring Events Rule:** For recurring events, choose whether you would like the share to display only the next event in the series or all events in the series
10. [Click on this link](#) for more information on details for setting-up 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

Script

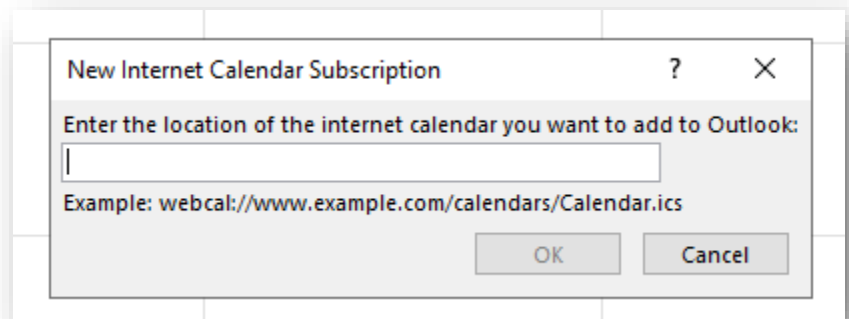
```
https://events.dudesolutions.com/FWPS/page/ical/?id=afb3fa43-554f-4ab3-aedd-588e2a095cb0
```

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.