



External Calendar Integration User Guide



Introduction

This user guide covers how to integrate your StaffReady calendar with external email clients such as Outlook, Office365, Google Calendar, and Apple Calendar. This will cover where to find your calendar link and how to link it correctly.

Table of Contents

(Please select any topic to skip to that section)

[Access](#) pg. 3

[Adding Calendar from the Outlook Client](#) pg. 4

[Adding Calendar to Office365](#) pg. 5

[Adding Calendar to Office365 \(continued\)](#) pg. 6

[Adding Calendar to MacOS](#) pg. 7

[Adding Calendar to iPhone/iPad](#) pg. 8

[Adding Calendar to Google Calendar](#) pg. 9

[Resources](#) pg. 10

Access

Log in to StaffReady with your account

Click the Gear Icon and select Settings from the menu. (Figure 1)

Click the External Calendar side tab. (Figure 2)

Check the Enable Feed checkbox to enable subscription to your StaffReady calendar from external applications. (Yellow box, Figure 3)

Note: if the External Calendar side tab is not present, this feature may not be enabled for your organization. Check with your StaffReady administrator or StaffReady Customer Support for more information

Copy the highlighted link for your calendar feed (e.g.in windows Right-click the highlighted text and choose 'Copy') (Orange box, Figure 3)

Note: if you manually copy, type or write down the link, make sure you have the correct case of every letter – a single typo will prevent your calendar application from being able to access your calendar data.

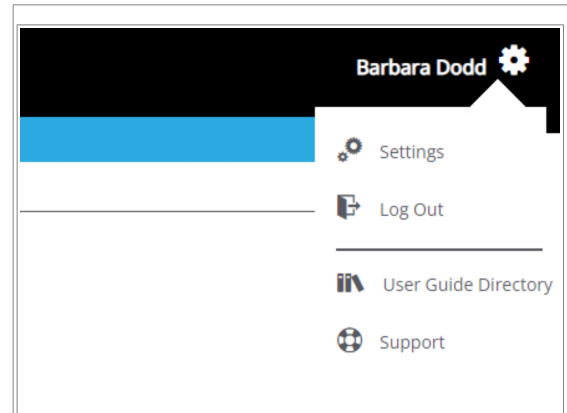


Figure 1

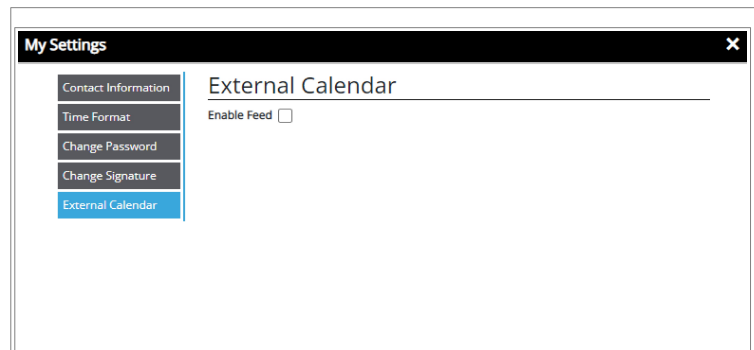


Figure 2

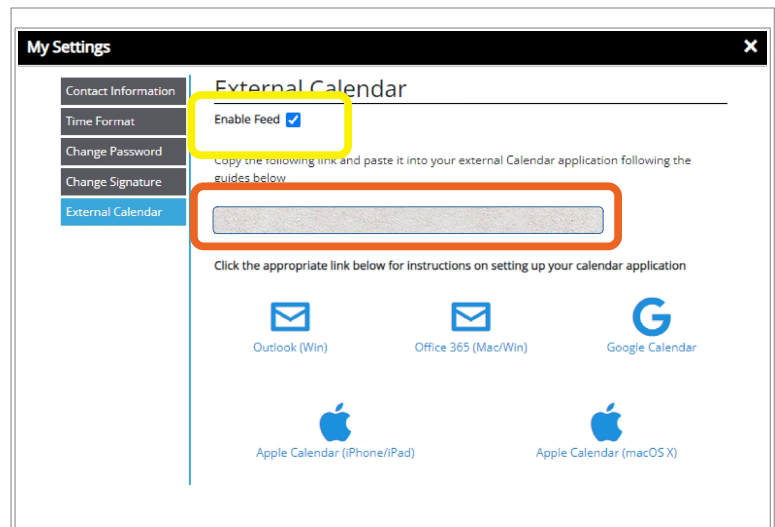


Figure 3

Adding Calendar from the Outlook Client

Open Outlook and switch to Calendar view

Select Open Calendar from the menu bar and select From Internet... (Yellow box, Figure 1)

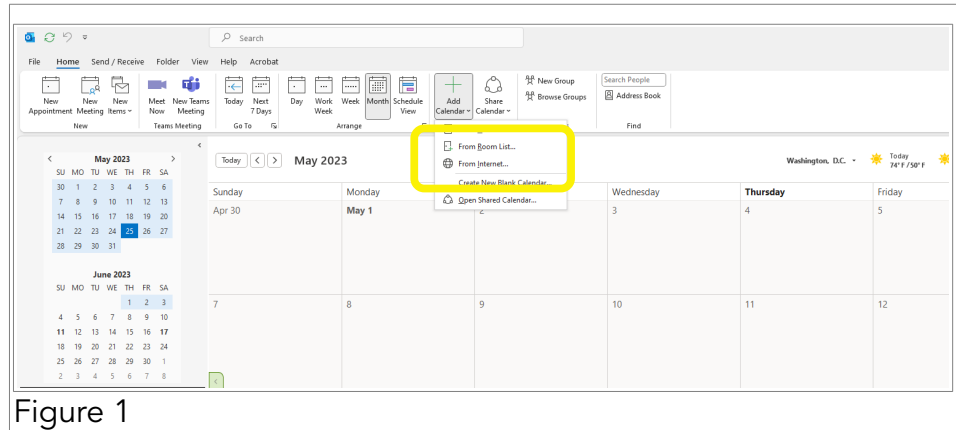


Figure 1

Paste (e.g.in windows Right click the highlighted text and choose 'Paste') or otherwise insert/type the link into Outlook. Select OK. (Figure 2)

Click Yes when prompted to finish setting up the subscription. (Figure 3)

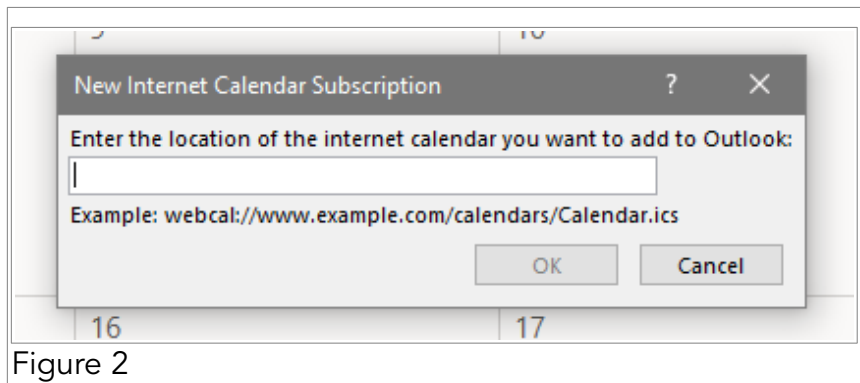


Figure 2

You should now have a StaffReady calendar available in the Outlook Other Calendars tree.

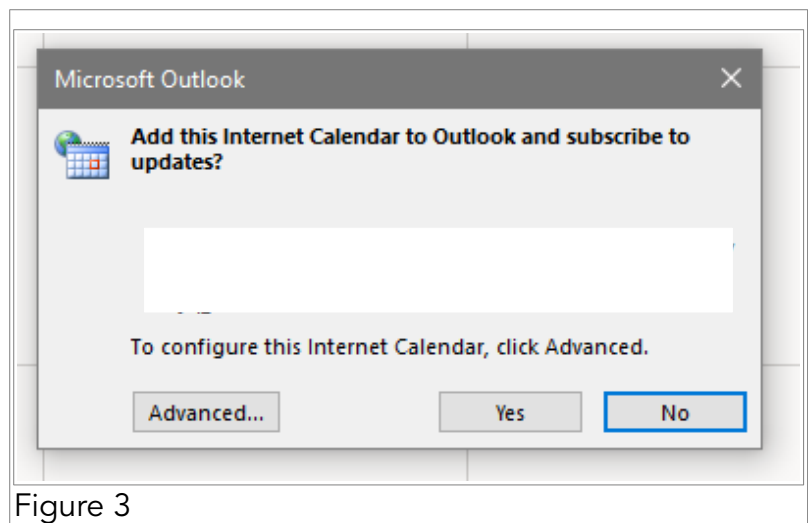


Figure 3

Adding Calendar to Office 365

To begin adding the calendar via the Office365 web portal, first log in and navigate to the homepage.

(Figure 1)

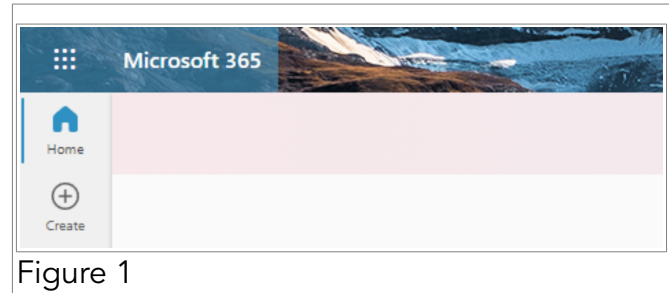


Figure 1

Select the app menu in the top left corner to expand it and then select Calendar from the dropdown menu. **(Yellow box, Figure 2)**

This will open the calendar grid.

Select the Add Calendar link from the sidebar. **(Yellow box, Figure 3)**

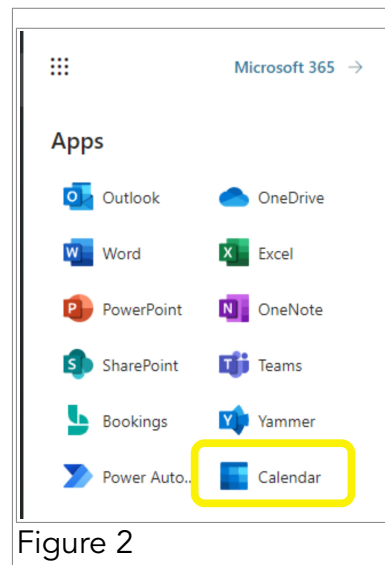


Figure 2

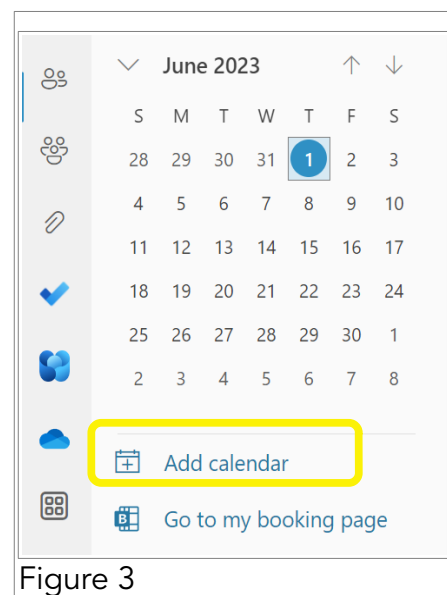


Figure 3

Adding Calendar to Office 365 (Cont'd)

This will open the Add Calendar pop up window. **(Figure 1)**

Select the 'Subscribe from web' tab. **(Yellow box, Figure 2)**

Copy the link you received on page 3 into the calendar link field and enter a calendar name and custom color.

When you have made your selections, select the Import button at the bottom of the window. **(Figure 3)**

Your calendar will update after a moment and the grid will display your StaffReady calendar in the color you specified or your system's default color. **(Figure 4)**

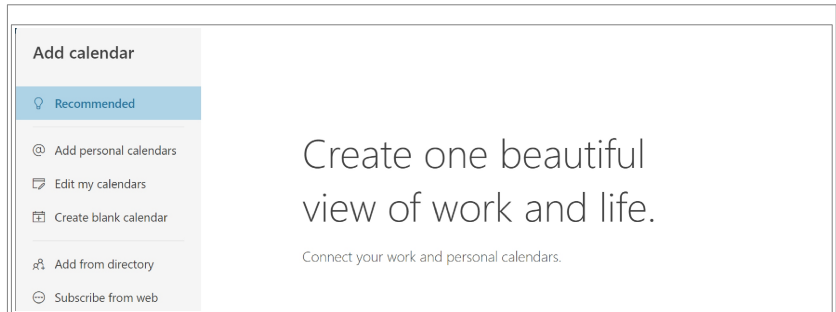


Figure 1

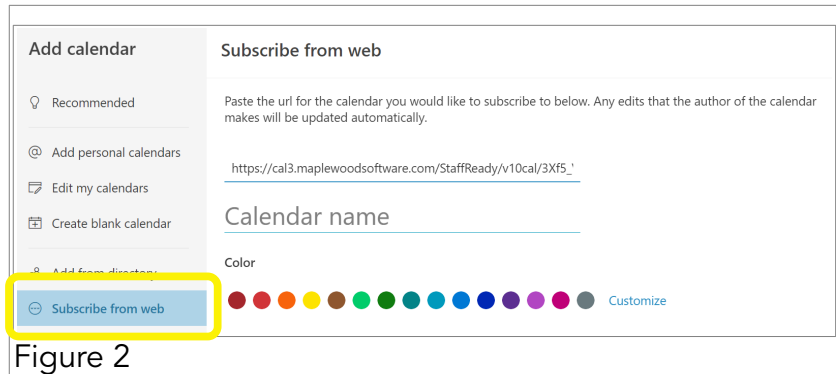


Figure 2

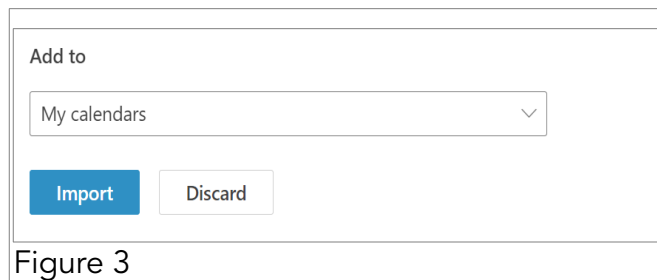


Figure 3

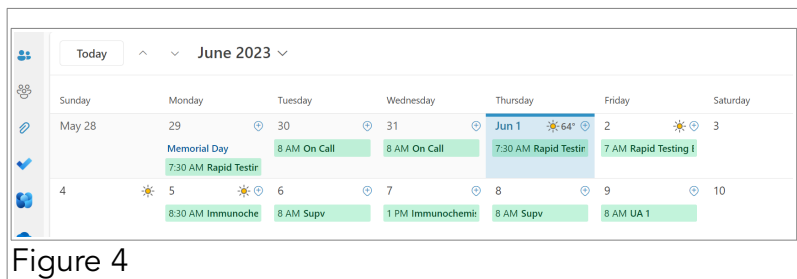


Figure 4

Adding Calendar to Mac OS

On your MacOS computer, open the Calendar app. In the Menu Bar, click 'File' and select 'New Calendar Subscription' from the dropdown menu.

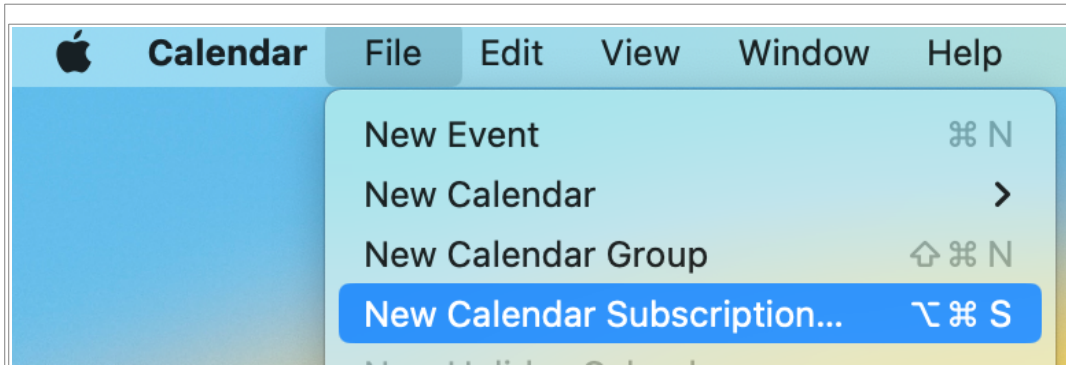


Figure 1

Paste the link from page 3 into the Calendar URL box. Select 'Subscribe' to complete setup.

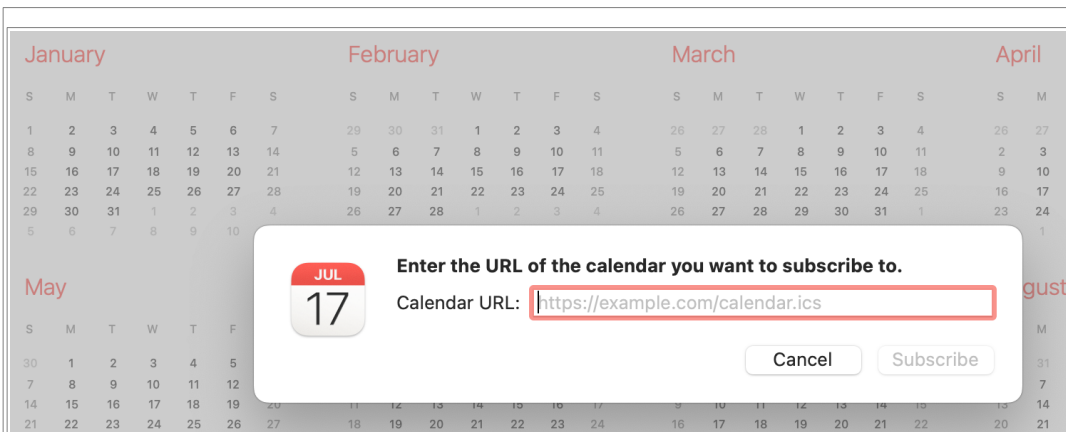


Figure 2

Adding Calendar to iPad/iPhone

To begin, select the calendar icon from the homescreen of your device. **(Green box, Figure 1)**

This will open the calendar app.

From the calendars app, select the Add Subscription Calendar link. **(Yellow box, Figure 2)**

Enter in the URL from page 3 into the URL field **(Figure 3)** and then select the Add button.

Your StaffReady calendar will now display on your device's calendar grid.



Figure 1

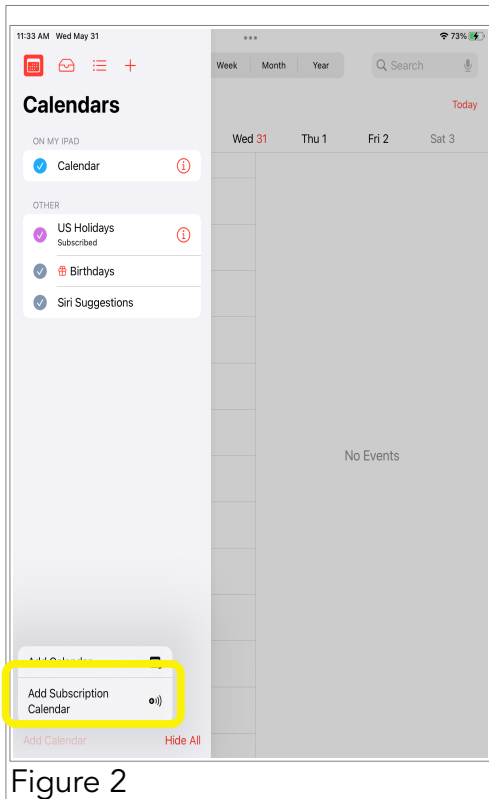


Figure 2

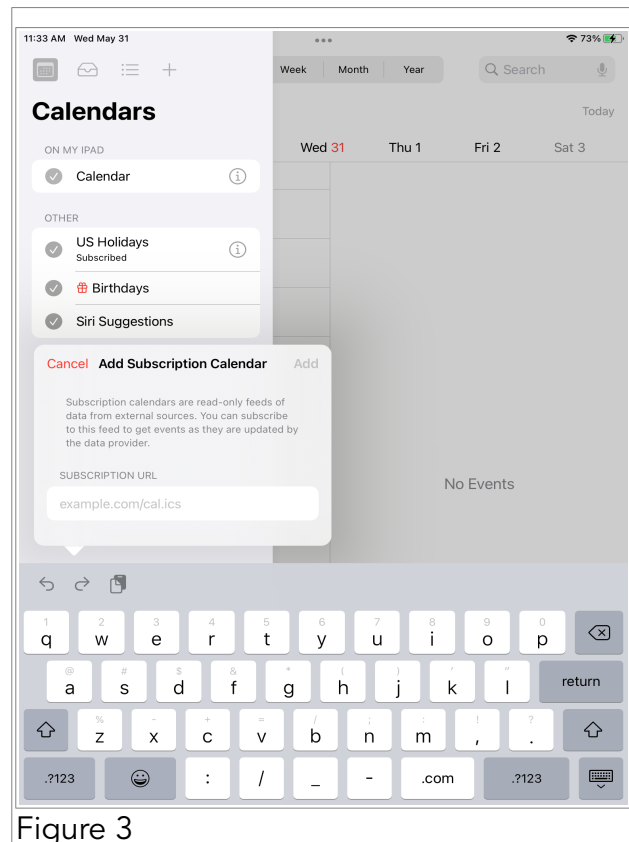


Figure 3

Adding StaffReady Calendar to Google Calendar

First, navigate to your Google Calendar.

Next, select the plus symbol in the calendar bar next to Other Calendars. (Orange box, Figure 1)

From the dropdown list, select the 'From URL' option. (Figure 2)

This will open the Settings menu. (Figure 3)

Enter the URL you generated on page 3 in the URL field and select the checkbox if you want to make that calendar publicly accessible.

When finished, select the Add calendar button.

The StaffReady calendar will now appear on the Google calendar grid. (Figure 4)

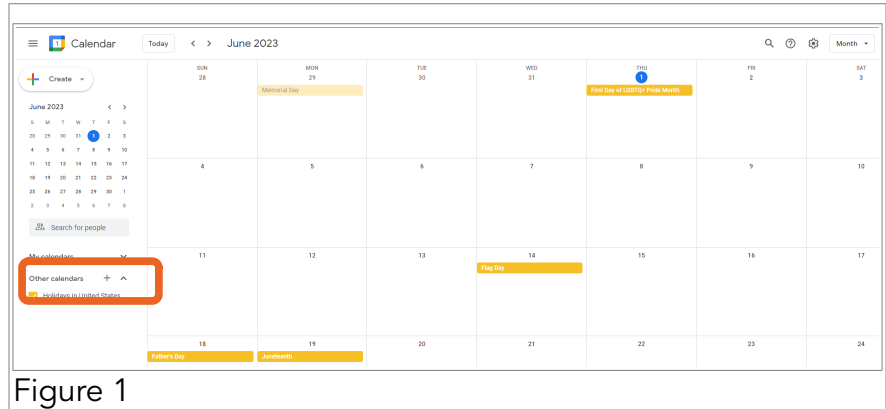


Figure 1

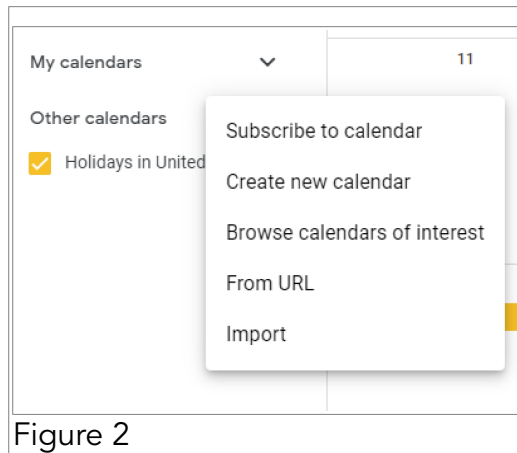


Figure 2

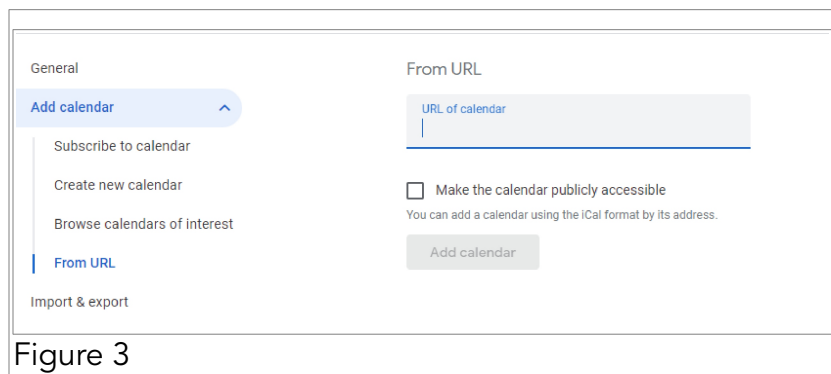


Figure 3

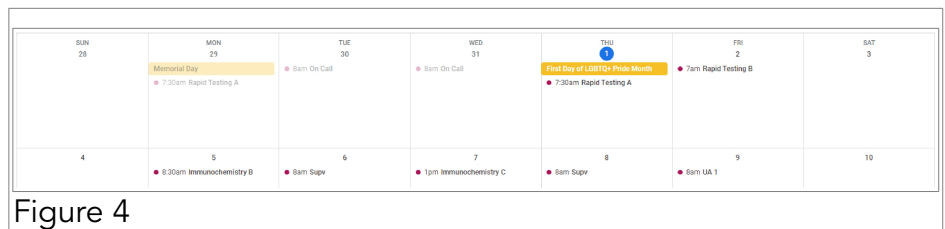


Figure 4

Resources

This concludes the User Guide for External Calendar Integration.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)

Related Topics

Please select any link to skip to that topic.

Holiday Setup	PDF Document
Leave Types	PDF Document
Leave Calendar	PDF Document
My Schedules	PDF Document