

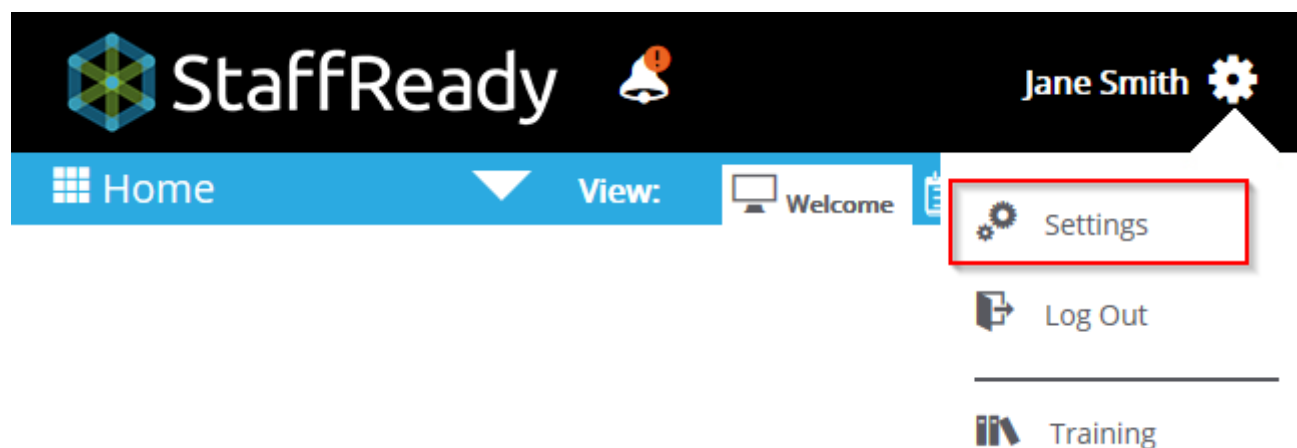


Set up your Outlook calendar with StaffReady for quick and convenient updates on your StaffReady schedule

This reference guide provides an overview of setting up an Office 365 Calendar to check for scheduled events from StaffReady.

Adding a StaffReady Calendar in Outlook

1. Log in to **StaffReady** with your account
2. Click the **Gear Icon** and select **Settings** from the menu



- Click the External Calendar side tab. Check the **Enable Feed** checkbox to enable subscription to your StaffReady calendar from external applications.

***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’)

***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.*

The screenshot shows the StaffReady user interface. At the top, the StaffReady logo and user name 'Jane Smith' are visible. Below the navigation bar, the 'My Settings' dialog box is open. On the left, a list of settings includes 'Contact Information', 'Time Format', 'Change Password', 'Change Signature', and 'External Calendar'. The 'External Calendar' option is highlighted with a blue background. On the right, the 'External Calendar' section contains the 'Enable Feed' checkbox, which is highlighted with a red box.

Enable Feed

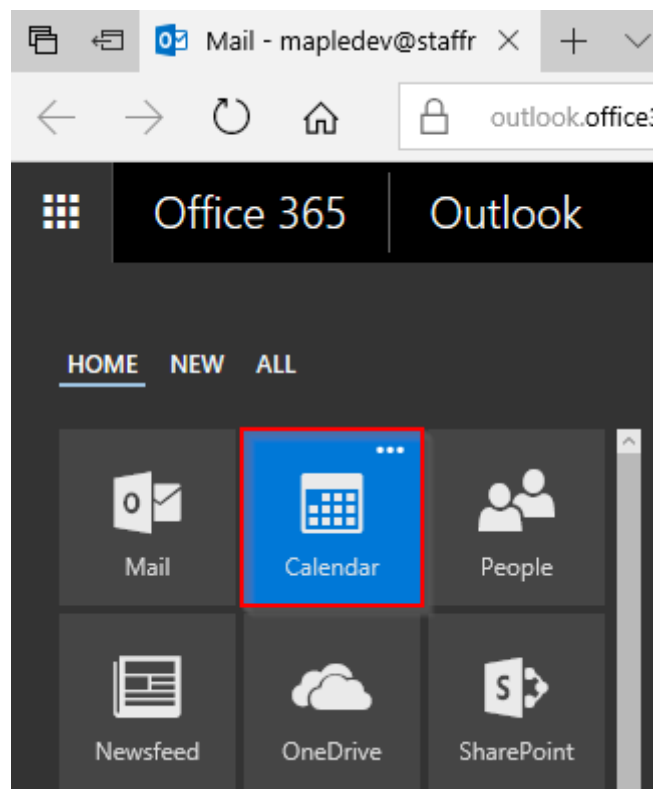
Copy the following link and paste it into your iCal compatible Calendar application

<http://...>

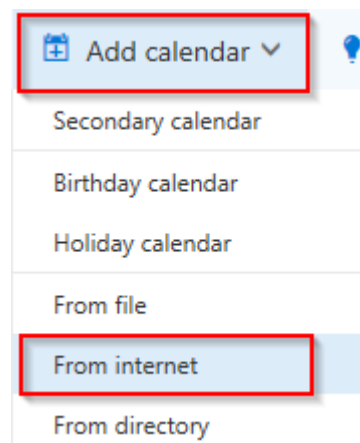
5. Login to Office 365/Outlook Web Access (OWA.) Click the App Launcher button in upper-left corner

The screenshot shows a web browser window with the URL `outlook.office365.com/owa/?realm=staffready.com&exsvurl=1&ll-cc=1`. The page title is "Calendar - mapledev@: X". The main navigation bar includes "Office 365" and "Outlook". The "Office 365" button, represented by a blue grid icon, is highlighted with a red box. Below the navigation bar, there is a search bar labeled "Search Calendar" and buttons for "New", "Add calendar", and "Interesting calendars". The main content area displays two calendar views for September 2017. The left view is a compact calendar with days of the week (S, M, T, W, T, F, S) and dates (27, 28, 29, 30, 31, 1, 2). The right view is a standard calendar grid with days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday) and dates (27, 28, 29, 30, 31).

6. Click **Calendar**



7. In the navigation bar, click **Add Calendar**, and select **From Internet** from the menu



8. Paste the link from step 4 into the **Link to the calendar** box. Enter a name in the **Calendar name** box, e.g. 'StaffReady'. Click **Save** to complete calendar subscription setup.

Calendar subscription

Subscribe online and keep up to date.

Link to the calendar

Calendar name

StaffReady

