

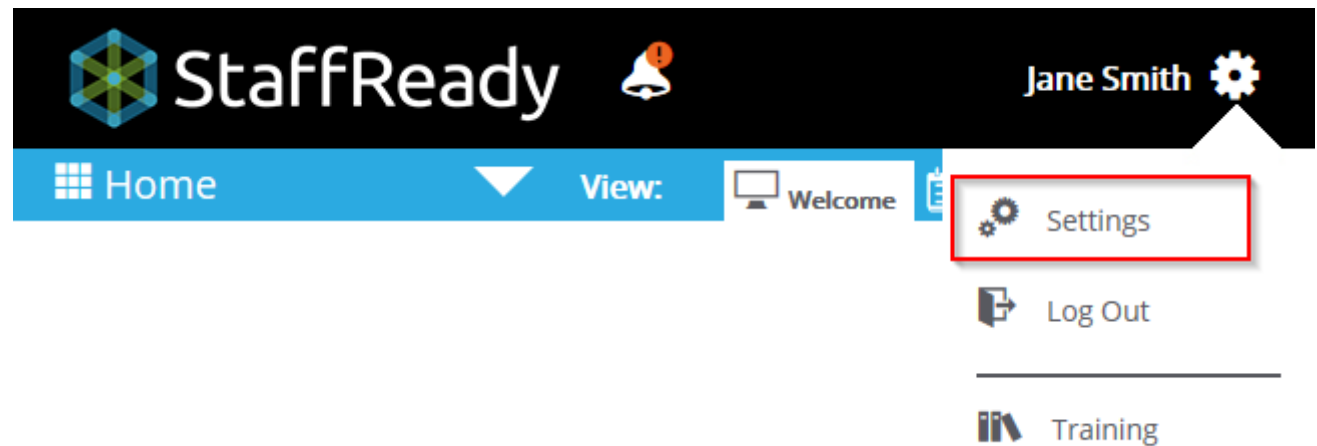


Set up your Outlook calendar with StaffReady for quick and convenient updates on your StaffReady schedule

This reference guide provides an overview of setting up an Outlook 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

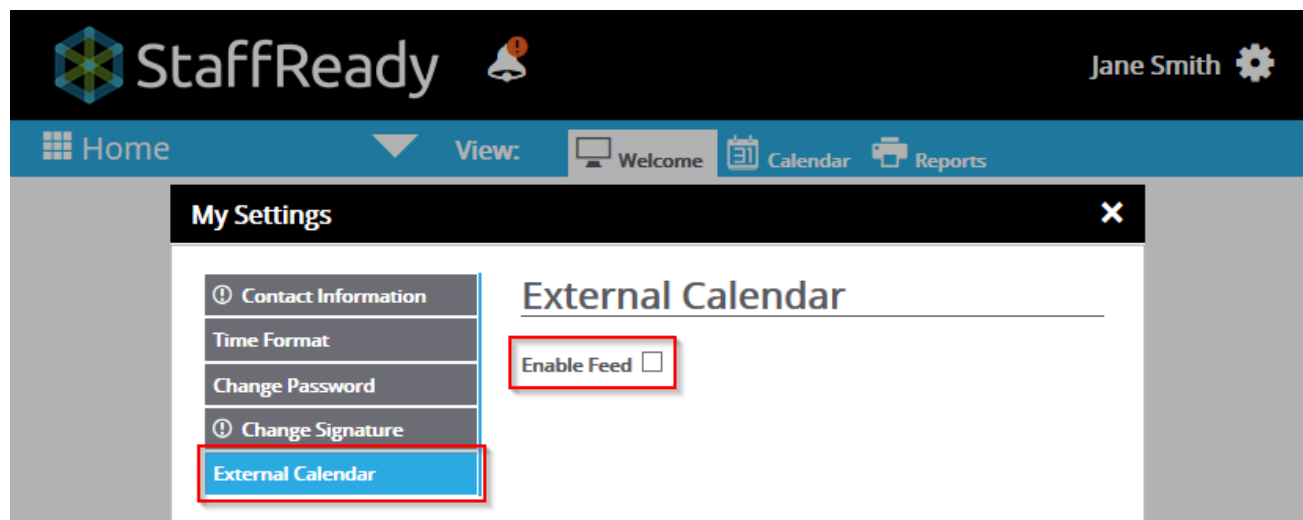


- Click the External Calendar side tab. Check the **Enable Feed** checkbox to enable subscription to your StaffReady calendar from external applications.

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.



StaffReady Jane Smith

Home View: Welcome Calendar Reports

My Settings [X]

- Contact Information
- Time Format
- Change Password
- Change Signature
- External Calendar**

External Calendar

Enable Feed

Enable Feed

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

<http://...>

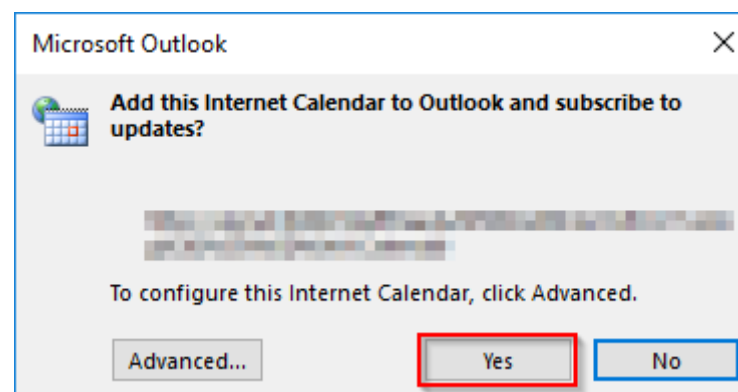
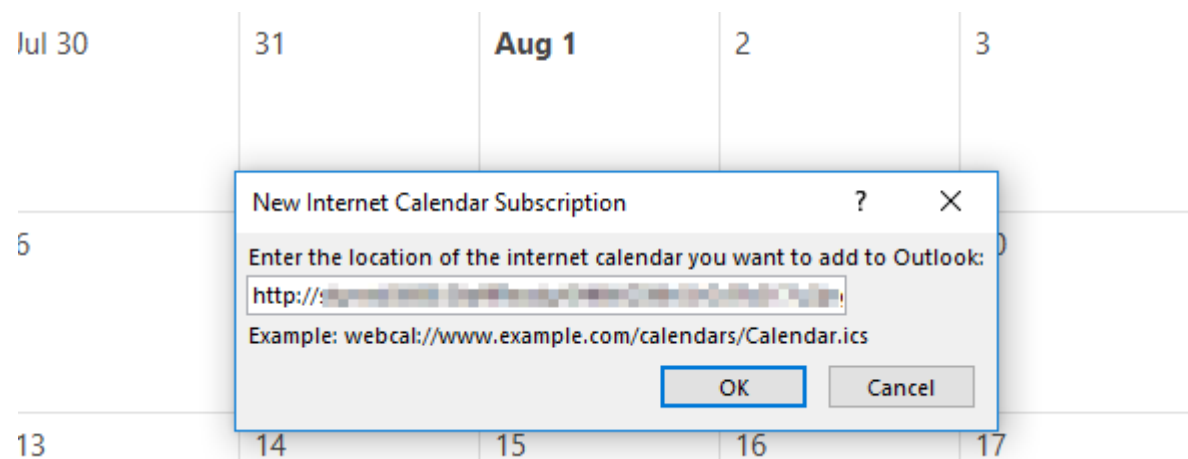
5. Open **Outlook** and switch to **Calendar** view
6. Click **Open Calendar** from the menu bar and select **From Internet...**

The screenshot shows the Outlook interface with the Calendar view selected. The ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Tell me what you want to do'. The 'Open Calendar' dropdown menu is open, showing options: 'From Address Book...', 'From Room List...', 'From Internet...', 'Create New Blank Calendar...', and 'Open Shared Calendar...'. The 'From Internet...' option is highlighted. The calendar displays August 2017 with a meeting on August 14th. The meeting details are: [Subject] Outlook All Day Event; [Location] Location Field.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|---------|-----------|----------|--------|----------|
| Jul 30 | 31 | Aug 1 | | | | |
| | 6 | 7 | 8 | 9 | 10 | 11 |
| 13 | 14 [Subject] Outlook All Day Event; [Location] Location Field | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | Sep 1 | 2 |

7. Paste (e.g.in windows **Right-click** the highlighted text and choose '**Paste**') or otherwise insert/type the link into Outlook. Click **OK**.

8. Click **Yes** when prompted to finish setting up the subscription.



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

