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CardSmart Training How to Overlay Your CardSmart Calendar in Outlook

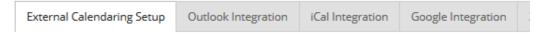
These instructions take you through the processes of (1) bringing a copy of your CardSmart calendar into Outlook and (2) laying the CardSmart calendar on top of your Outlook calendar.

Bringing your CardSmart calendar into Outlook

- 1. Go to your calendar in CardSmart: https://louisville.campus.eab.com/calendar
- 2. Click the Subscriptions tab→Setup Calendar Integration

My Calendar								
Calendar View	List of Calendar Ite	ms	Subscriptions					
SUBSCRIPTIONS								
Setup Calendar Integration No calendar integrations yet		¢.≯		/Busy Integration 2/22/2016 04:28 PM				

3. On the External Calendaring Setup, you will see a URL. Each one of you has a unique URL that corresponds with your personal CardSmart calendar. Select the URL and copy it to your clipboard (Control+C).



Using An External Calendaring Program

In order to integrate a calendaring application (Outlook, iCal, Google Calendar, Zimbra Calei

If not, then copy the link listed below, find the external application listing in the tabs above, configuration process.

webcal://louisville.campus.eab.com/cal/VZW37Btg6n9M/GradesFirst.ics

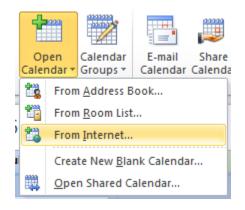




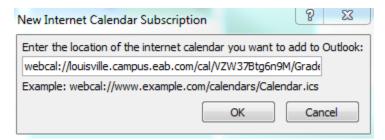
4. Open Outlook \rightarrow Navigate to the Calendar \rightarrow Click on Open Calendar

File	Home	Send / Re	ceive	Folder	View						
			5	B		2111111		1111111			222222 222222
New Appointmer	New nt Meeting	New g = Items =	Today	Next 7 Days	Day	Work Week	Week	Month *	Schedule View	Open Calendar •	Calendar Groups *
	New		Go T	o G		A	rrange		Es.	Manage (Calendars

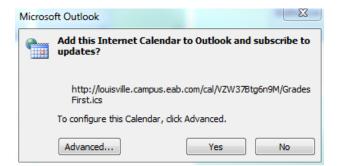
5. Select the "From Internet" option.



6. Paste the URL into the New Internet Calendar Subscription box and click "OK."



7. Click "Yes."

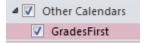






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- 8. You should now see a new calendar in Outlook which displays your CardSmart appointments. The calendar may still be named GradesFirst. You can rename it by right-clicking, and selecting "Rename." It may take a few minutes for the appointments to appear.



Overlaying your CardSmart and Outlook Calendars

1. Click the checkboxes next to the calendars you want displayed. They will appear next to one another on your screen. You will see an arrow to the left of the CardSmart/GradesFirst calendar. Click the arrow, and it will overlay the calendars.

September 05 - 09, 2016

Calendar - byskag01@exchange.louisville.edu			×					🔶 GradesFirs	t	×		
5	Monday	6 Tueso	day	7 Wednesday	8	Thursday	9	Friday	5	Monday	6	Tues

2. The process can be reversed by clicking the arrow again to separate them.

September 05 - 09, 2016									
+	Calendar - byskag01@exch	GradesFirst	×						
5	Monday	6	Tuesday	7		We			