# GradesFirst Training

# How to Overlay Your GradesFirst Calendar in Outlook

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

**Bringing your GradesFirst calendar into Outlook**

1. In GradesFirst, navigate to the **Calendar** tab. Click the **Subscriptions** tab, and then select **Setup Calendar Integration**.
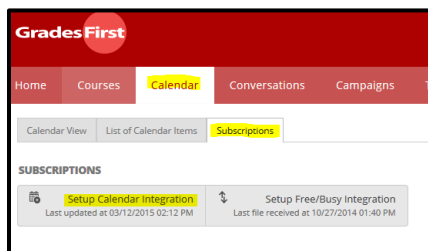
2. On the **External Calendaring Setup**, you will see a URL. Each one of you has a unique URL that corresponds with your personal GradesFirst calendar. Select the URL and copy it to your clipboard (Control+C).
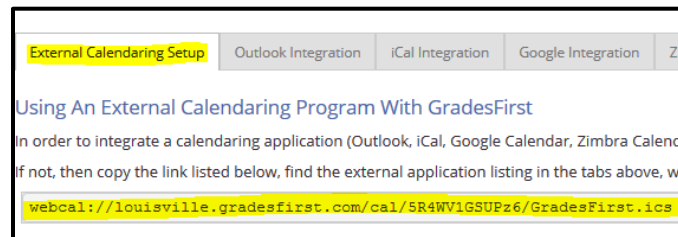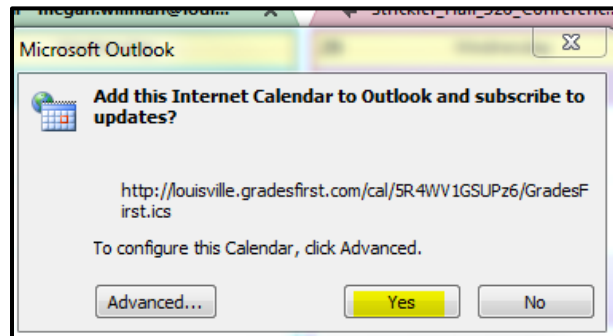
3. Open Outlook. Navigate to the **Calendar** and click the **Open Calendar** button. Select the **From Internet** option.
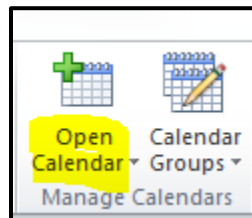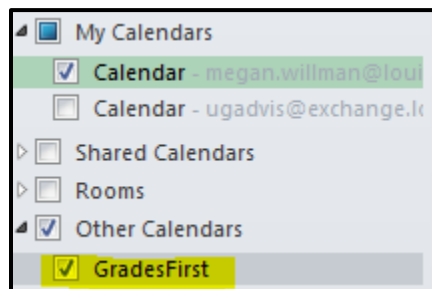
4. Paste the URL into the **New Internet Calendar Subscription** box. Click **OK.**
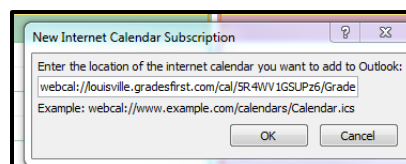
5. When asked if you want to "**Add this Internet Calendar to Outlooks and subscribe to updates**," select **Yes**.


6. You should now see a new calendar in Outlook which displays your GradesFirst appointments. (It may take a few minutes for the appointments to appear.)

Overlaying your GradesFirst and Outlook Calendars

1. Click the checkboxes next to the two calendars, so that they are next to one another on your screen. You will see an arrow to the left of the GradesFirst calendar. **Select that arrow**. It will overlay the two calendars to that you can see them as if merged.
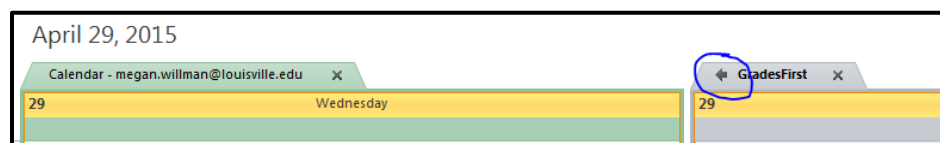
(The process can be reversed by clicking the arrow again to separate them.)