



CardSmart Training How to Import your Free/Busy Times From Outlook into CardSmart

The following steps will walk you through how to sync your Free/Busy time in Outlook to CardSmart.

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



3. Click on the Windows Outlook Integration tab and select your version of Outlook.



4. Copy the URL from CardSmart and paste it into the "Publish Online" option in Outlook.

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File Home Send / Receive	older View	
New New New Today	Day Work Week Month Schedule Open Calendar E-mail 17 Day Work Week Month Schedule Open Calendar E-mail	Share Publish Calendar er Calendar Online - Primissions
New Go To August 2013 Su Mo Tu We Th Fr Sa	Arrange	SI Publish to Office.com Publish your calendar to Office.com to share your calendar on the internet.
28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	28 We	dnesday Share Published Calendai Invite people to view your published calendar.
18 19 20 21 22 23 24 25 26 27 28 29 30 31	8 am	Change Sharing Permissions Change who can stew this published calendar.
V Calendars	9 ⁰⁰ 18	
Cher Calendars	10 00	
	1100	

5. After you have pasted the URL into Outlook select "through next 90 days."



6. From here select Advanced→uncheck "Update this calendar with the server's recommended frequency"→Ok→Ok.



 Next click the Send/Receive tab→Send/Receive Groups→Define Send/Receive Groups→Check "Schedule an automatic send/receive every 15 minutes"→Check "Perform an automatic send/receive when exiting"→Under "When Outlook is Offline" check "Schedule an automatic send/receive every 30 minutes"→Close.





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Send/Red	eive Groups		X
ê	A Send/Receive grou folders. You can spe during a send/receive	ip contains a collection of (cify the tasks that will be p e.	Dutlook accounts and erformed on the group
	Group Name	Send/Receive when	1
	All Accounts	Online and Offline	New
			Edit
			Copy
			Remove
			Rename
Setting fi	or group "All Accounts	·	
	Include this group	in send/receive (F9).	I
	Schedule an autor	matic send/receive every	15 🚔 minutes.
	Perform an autom	atic send/receive when ex	iting.
Wh	en Outlook is Offline		
	Include this group	in send/receive (F9).	
	Schedule an autor	matic send/receive every	30 🚔 minutes.
			Close

8. When you exit Outlook, you'll now see the following dialogue box indicating that Outlook is pushing the Send/Receive information to CardSmart.

Outlook Send/Receive Progress			×						
2 of 3 Tasks have completed successfully					el All				
Don't show this dialog box during Send/Receive									
Tasks Errors	na								
✓ Outlook User - Sending	Completed		-						
Outlook User]							
✓ Published Calendars	Completed								
Outlook User - Sending			Car	ncel 1	Fask]				
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 Set up a few test appointments on your calendar, click "Send/Receive All Folders" under the Send/Receive, and check your CardSmart calendar to ensure the appointments are migrating to CardSmart. If you have any questions, please contact Brent Skaggs at 852-1892 or Travis Ross at 852-7515.

