

# 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.

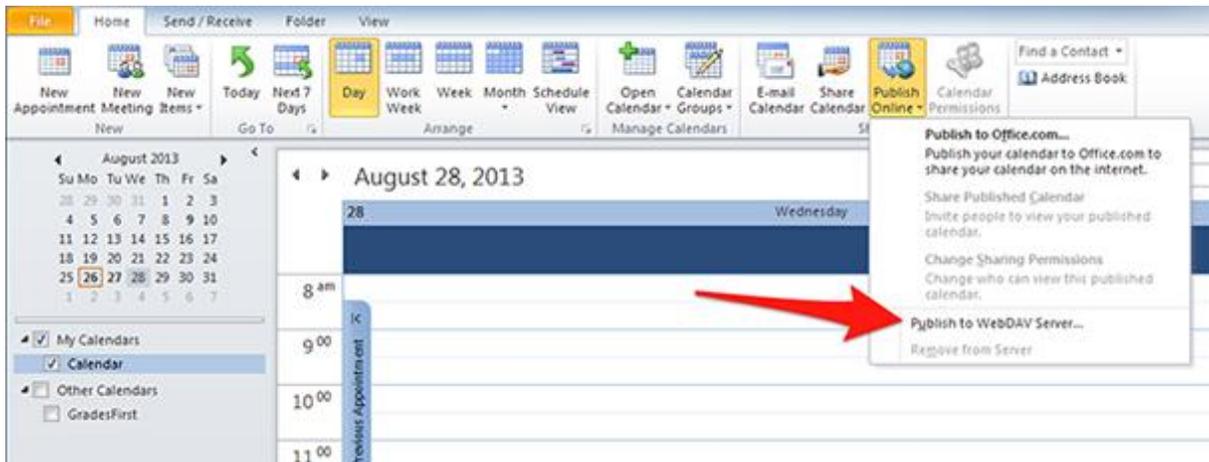
1. Go to your calendar in CardSmart: <https://louisville.campus.eab.com/calendar>
2. Click the Subscriptions tab → Setup Free/Busy Integration

### My Calendar

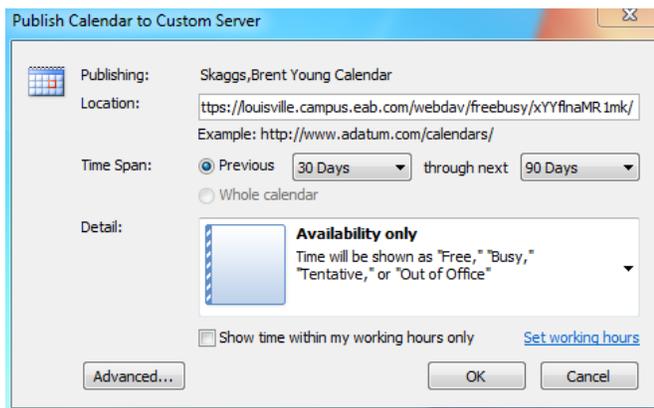
3. Click on the Windows Outlook Integration tab and select your version of Outlook.

### Using Microsoft Outlook To Post Your Free/Busy Times

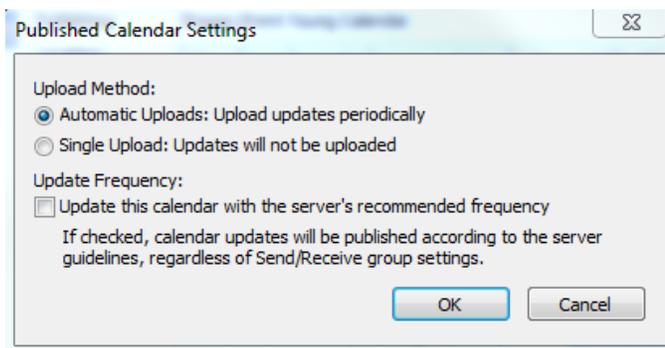
4. Copy the URL from CardSmart and paste it into the “Publish Online” option in Outlook.



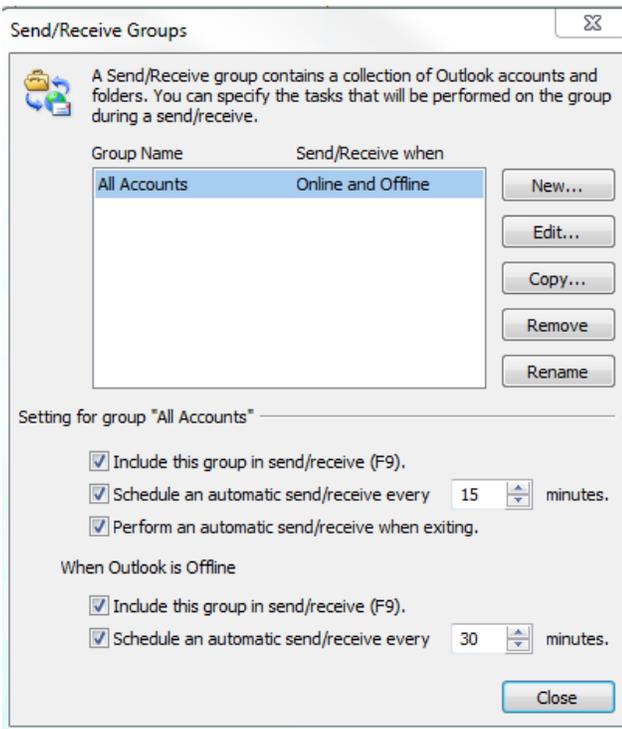
5. After you have pasted the URL into Outlook select “through next 90 days.”



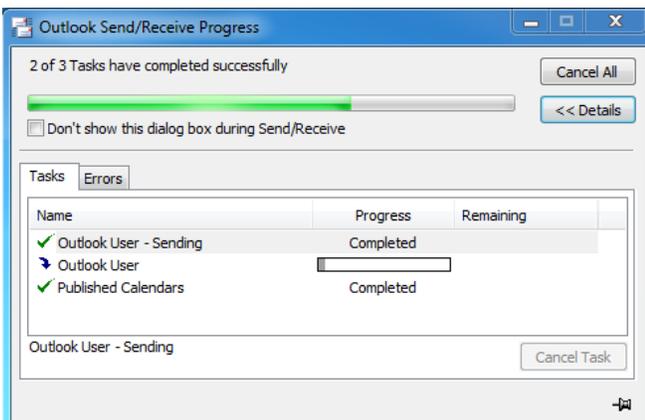
6. From here select Advanced → uncheck “Update this calendar with the server’s recommended frequency” → Ok → Ok.



7. 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.



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



- 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.

