

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

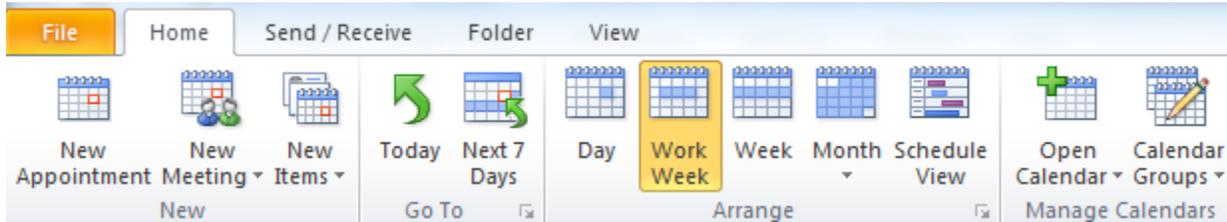
3. On the External Calendaring Setup, you will see a URL. Each one of you has a unique URL that corresponds with your personal CardSmart calendar. Select the URL and copy it to your clipboard (Control+C).

Using An External Calendaring Program

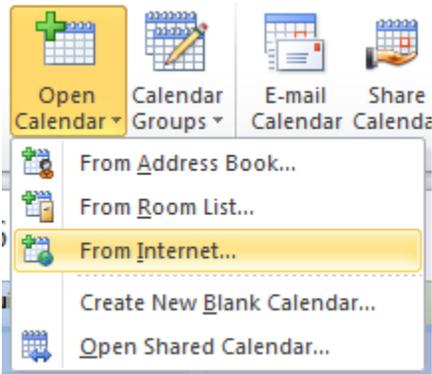
In order to integrate a calendaring application (Outlook, iCal, Google Calendar, Zimbra Calendar), you must first copy the URL from the External Calendaring Setup page. If not, then copy the link listed below, find the external application listing in the tabs above, configuration process.

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

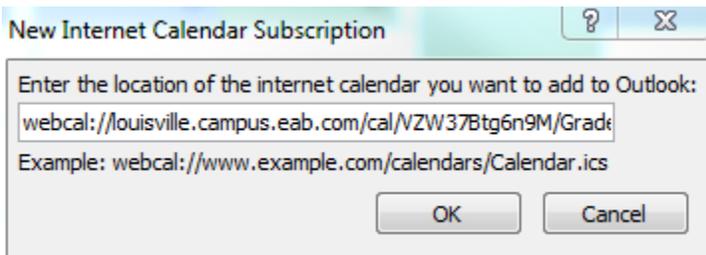
4. Open Outlook → Navigate to the Calendar → Click on Open Calendar



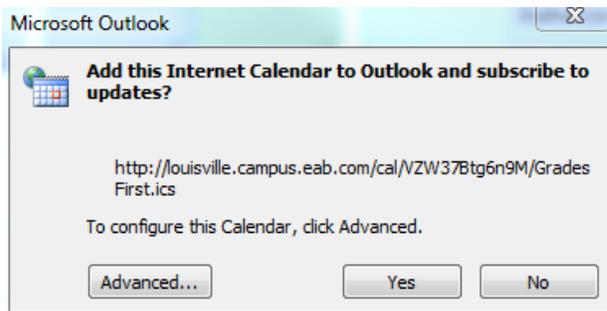
5. Select the “From Internet” option.



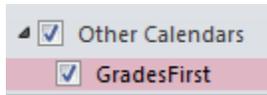
6. Paste the URL into the New Internet Calendar Subscription box and click “OK.”



7. Click “Yes.”



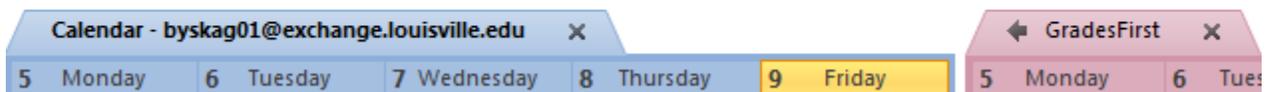
- You should now see a new calendar in Outlook which displays your CardSmart appointments. The calendar may still be named GradesFirst. You can rename it by right-clicking, and selecting “Rename.” It may take a few minutes for the appointments to appear.



Overlaying your CardSmart and Outlook Calendars

- 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.

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

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