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For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
Publishing Your Outlook Calendar

1. Open Outlook and click to select your calendar, as shown in Figure 1.

![Figure 1](image1.png)

2. On the Home tab, click to select Publish Online within the Share group and choose Publish This Calendar as shown in Figure 2.

![Figure 2](image2.png)

3. A web browser will open and take you to the OWA login page. Type in your credentials and click Sign in as shown in Figure 3.

![Figure 3](image3.png)
4. You will then be directed to a page where you will need to set your calendar publishing criteria. Click on the drop-down arrow to select your **Publishing Detail** as shown in *Figure 4*.

   - **Availability Only** – Shares only free/busy information.
   - **Limited Details** – Shows the subject of meetings.
   - **Full Details** – Shows all information.

5. Click on the drop-down arrows to select your publishing time frame under the heading, **Publish my calendar** as shown in *Figure 5*.
6. Select your access level, as shown in Figure 6.

**Restricted** – Prevents people from searching for your calendar on the Internet. Anyone who wants to see your calendar will have to obtain the URL from you or from someone you’ve given it to.

**Public** – Lets others search for your calendar on the Internet, which means that anyone may be able to find it by performing an Internet search.

*Figure 6*

7. Once you have selected your calendar publishing criteria, click on **Start Publishing** in the lower right hand corner of your web browser, as shown in Figure 7.

*Figure 7*

8. You will then be provided with your published calendar links, as shown below. If you wish to have others subscribe to your calendar via calendaring software, use the first link. If you wish to have others view your calendar in a web browser, use the second link, as shown in Figure 8.

*Figure 8*
9. Highlight the link you wish to send to others, right-click and select **Copy** as shown in **Figure 9**. You can then paste the link into an email for others to use.

<table>
<thead>
<tr>
<th>Calendar Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link for subscribing to this calendar:</td>
</tr>
<tr>
<td><a href="https://mailaims.wisc.edu/owa/calendar/1e47e608c756da9b-4b75f7f9b366b000@aims.wisc.edu/24d7b0c1e37e40b2e35624-113eb2a123606200000823580197/">https://mailaims.wisc.edu/owa/calendar/1e47e608c756da9b-4b75f7f9b366b000@aims.wisc.edu/24d7b0c1e37e40b2e35624-113eb2a123606200000823580197/</a></td>
</tr>
<tr>
<td>Link for viewing calendar in a Web browser:</td>
</tr>
<tr>
<td><a href="https://mailaims.wisc.edu/owa/calendar/1e47e608c756da9b-4b75f7f9b366b000@aims.wisc.edu/24d7b0c1e37e40b2e35624-113eb2a123606200000823580197/">https://mailaims.wisc.edu/owa/calendar/1e47e608c756da9b-4b75f7f9b366b000@aims.wisc.edu/24d7b0c1e37e40b2e35624-113eb2a123606200000823580197/</a></td>
</tr>
<tr>
<td>Copy links to the Clipboard...</td>
</tr>
</tbody>
</table>

**Figure 9**

**Stop Publishing Your Calendar**

If at any time you desire to stop publishing your calendar or wish to change your publishing criteria, perform the following steps.

1. Open Outlook and click to select your calendar, as shown in **Figure 1**.

![Figure 1](https://example.com/fig1.png)

2. On the **Home** tab, click to select **Publish Online** within the Share group and then click to select **Configure This Published Calendar**, as shown in **Figure 2**.

![Figure 2](https://example.com/fig2.png)
3. A web browser will open and take you to the OWA login page. Type in your credentials and click **Sign in** as shown in [Figure 3](#).

![Microsoft Outlook Web App](#)

**Figure 3**

4. To stop publishing your calendar, click on **Stop Publishing** in the lower right hand corner of your web browser, as shown in [Figure 4](#).

![Stop Publishing](#)

**Figure 4**

5. If you desire to only to make changes to your publishing criteria, make your desired changes and click **Save**.
Importing a Published Calendar

1. Within Outlook, click on the File tab. Click Account Settings and then click to select Account Settings, as shown in Figure 1.

![Figure 1](image1.png)

2. In the Account Settings window, click on the Internet Calendars tab and then click to select New. A New Internet Calendar Subscription dialog box will appear. Paste the calendar link in the space provided and click Add, as shown in Figure 2.

![Figure 2](image2.png)
3. The **Subscription Options** dialog box will appear. Next to **Folder Name:** type the owner name of the calendar you are subscribing to and then click **OK**, as shown in **Figure 3**.

![Subscription Options dialog box](image)

**Figure 3**

4. You will then be returned to the **Account Settings** window. Click **Close**. The new shared calendar should be displayed in your list of shared calendars.