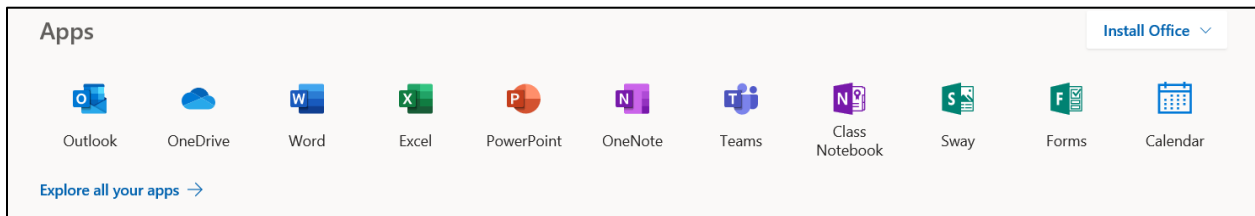


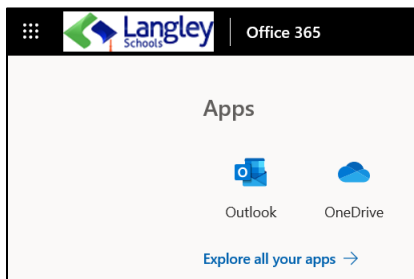
## Creating a Website Calendar Using Office 365

Creating a calendar for your school using Office 365 will enable you to push the calendar out to your staff through Outlook, while providing your community with a way to access your calendar information through your school website. Here are some steps to follow to make this work:

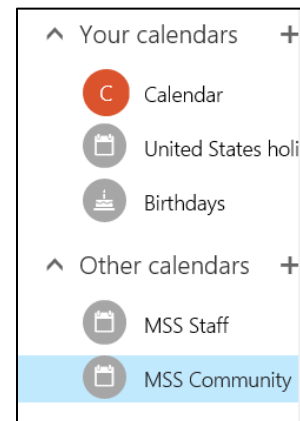
1. Login in to your [XXXOneDrive@sd35.bc.ca](mailto:XXXOneDrive@sd35.bc.ca) account.
2. Select the 'Calendar' application from the App launcher or Apps page.



If you do not see the Calendar app, you can also access it by selecting the 'Outlook' application and the Calendar icon, located beside the Mail icon below:



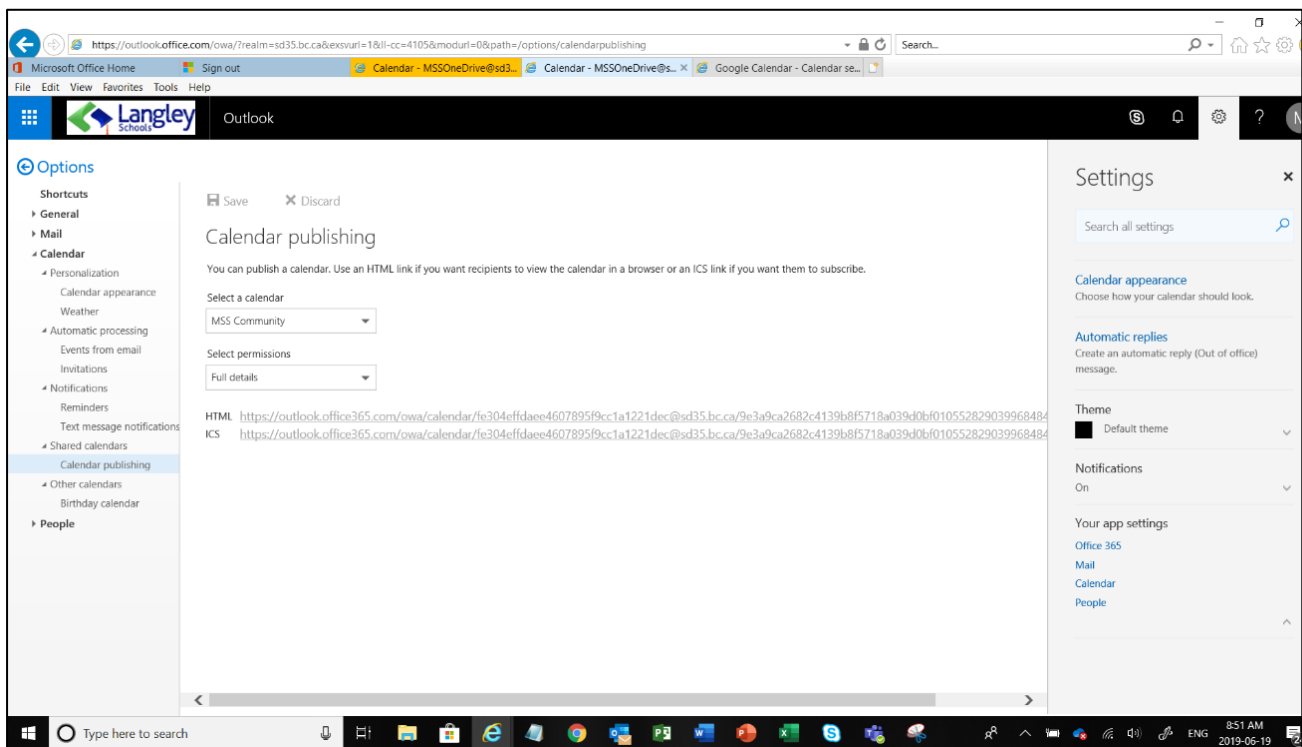
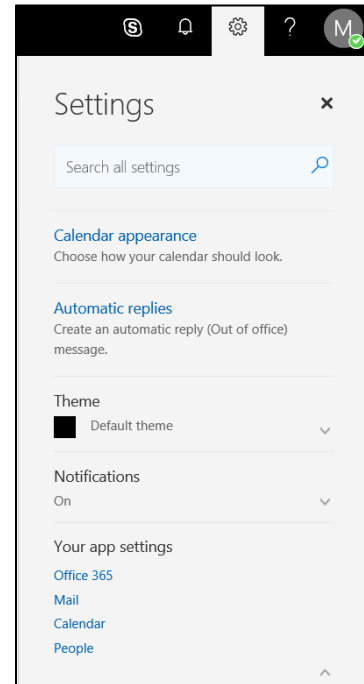
3. In your Calendar app, you can create new Calendars for your staff, community, etc. To do this, find the 'Other calendars' side bar and select the + icon.
4. At the top of the page, under the date area, it will show the calendars you have selected. It is suggested when inputting calendar dates to only select the calendar you wish to add the dates to. Looking at the 'Other calendars' side bar to the right, it will also show you which calendars are currently selected by highlighting them.



## Sharing the Calendar to Post to Your Website

To host your calendar on your school district website, you will need to share it. To do this, select the 'Gear' icon at the top right corner of your Office 365 page. This will bring up the following dialogue options.

1. In 'Settings', select 'Calendar' under the 'Your app settings' section.
2. On the left panel, under 'Options', and under 'Shared calendars', select 'Calendar Publishing'.
3. Select the calendar you wish to share under 'Calendar publishing' and then select 'Permissions'. It is suggested you show full details.
4. You will see both an ICS and HTML link. The HTML link can be used to insert the page into your school website calendar. The ICS link can be used to import into other calendar apps or mobile devices.



## Creating a Link to Your Calendar on Your School Website

Once you have shared your calendar, you can add it to your school website.

1. Login to your school website admin portal.
2. Select 'Pages' from the left panel Dashboard.
3. Select the 'Calendar' page. If this is not already created, you can create the page by selecting 'Add New'.
4. If you have a Google calendar already linked to your Calendar website page, you can change this link to add the new shared HTML link. Select the 'Edit' button under 'Links to:' and paste the HTML link from your OneDrive calendar.

### Calendar

Permalink: <https://remss.sd35.bc.ca/news-events/calendar/>

Links to: <https://calendar.google.com/calendar/embed?src=amcfa2v989eige9hfpdpmdv5gg%40group.calendar.google.com&ctz=America%2FVancouver>

If creating a new link, scroll to the bottom of the page and add the HTML shared link from your OneDrive calendar to the 'Page Links To' area: The link will go into the 'A custom URL' section. It's suggested you also check 'Open this link in a new tab'.

### Page Links To

Point this content to:

Its normal WordPress URL

A custom URL

Open this link in a new tab

5. This setup can be done for other calendars as well, including private staff calendars. The bonus with the staff calendars is that it can be shared directly to their Office 365 Outlook application.

## What Does the Calendar Look Like?

This is what Calendar looks like from the user end:

Calendar (MSOneDrive)  
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Day Week Month Today

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	Jun 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Numeracy Assessments	22
23	24 Numeracy Assessments 9a English 12 Provincial	25 Numeracy Assessments	26 8a Numeracy Assessments	27 9a Report Cards Published in MyE	28	29
30	Jul 1	+1 2	3	4	5	6