

Setting up a WHC feed into Outlook

Created a year ago, last updated 9 months ago

▼ Table of contents

Setting up a WHC feed into Outlook

What is included and why we do this.

Written Guide.

Liz has made us a wonderful how to video:

What is included and why we do this.

We have created a grouping of pertinent calendars for each of our divisions. These groups are made up of multiple calendars, including for example at the Upper School:

- Faculty & Staff: PS-12 (Internal Only)
- Faculty & Staff: Upper School (Internal Only)
- Upper School: General Events (Public)
- Upper School: Performing Arts - Performances (Public)
- Vacations & Holidays: Internal (For planning purposes)
- Vacations, Holidays & Key Dates (Public)

Why did we do this? This allows us to have one calendar to track events ensuring that we are all on the same page. We created the Finals site to outlook links to make it easier to access the information.

For PC users, you can drag and drop events from the WHC onto your outlook calendar. (Please note that any changes to that event will not be reflected on your calendar once it has been dragged off.)

Written Guide.

In Finals site

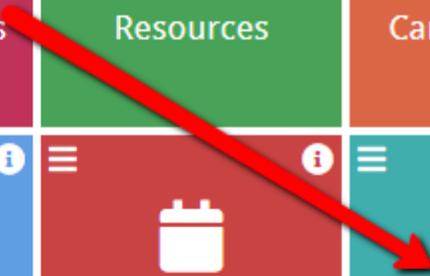
1. The calendar groups can be found on our portal under the School Calendar button:

Welcome, Nicole.
This is your staff portal.

Portal Home Academic

▼ SHOW PORTAL MENU

 Announcements	 Resources	 Campus Portal	 Teacher Contr (PCR)
 Paycom	 Athletic Schedules	 School Calendar	 Staff Directo



2. Once you scroll down to the bottom of the page, you will see this list on the right side:



Other Calendars

[Vacations, Holidays & Key Dates](#)

[Preschool Events Calendar](#)

[Lower School Events Calendar](#)

[Middle School Events Calendar](#)

[Upper School Events Calendar](#)

[No Athletics Events Calendar](#)

3. Click on the calendar that you wish to subscribe to
4. Once it is open, select the export button
5. Once you do, an option to select iCal Feed will appear for you to click on:

Welcome, Nicole.
This is your faculty & staff portal.

Portal Home

SHOW PORTAL MENU

day week month year Alerts

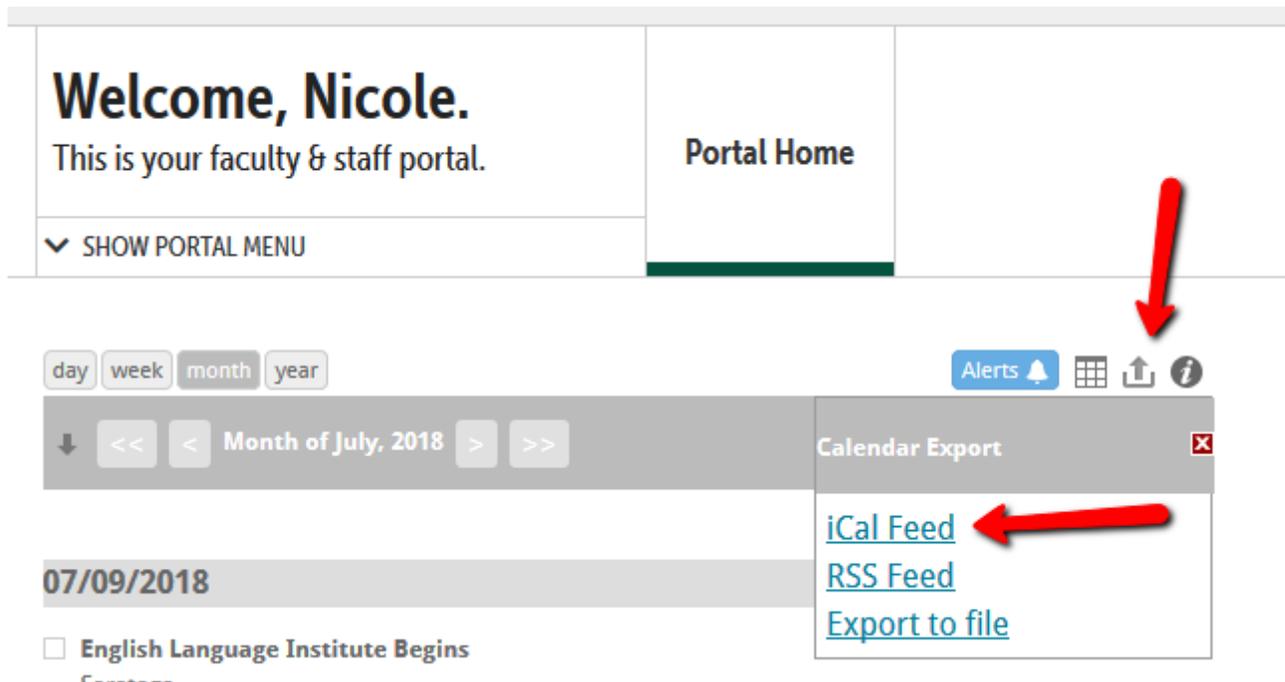
Month of July, 2018

Calendar Export

- [iCal Feed](#)
- [RSS Feed](#)
- [Export to file](#)

07/09/2018

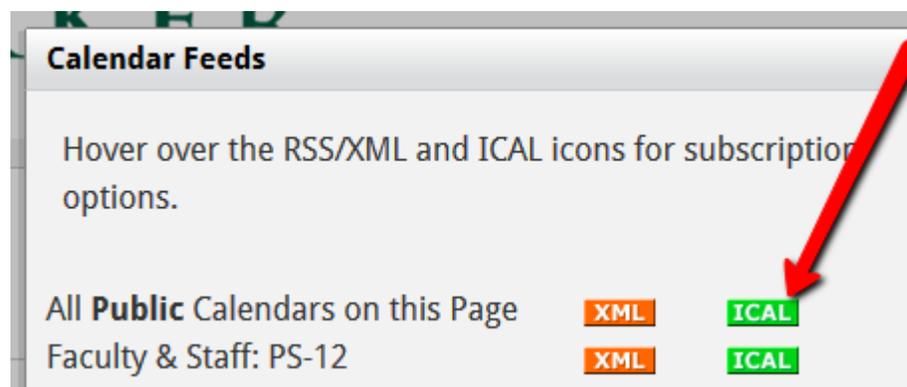
English Language Institute Begins



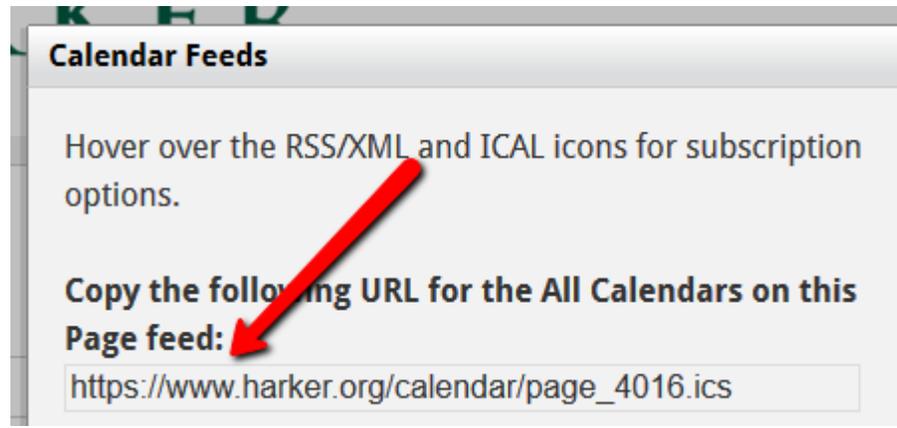
Calendar Feeds

Hover over the RSS/XML and ICAL icons for subscription options.

All Public Calendars on this Page	XML	ICAL
Faculty & Staff: PS-12	XML	ICAL



6. When you hover on the ICAL button, a new box will appear. Select “Get Standard iCal URL”



Middle School Link you can copy from here: https://www.harker.org/calendar/page_4023.ics

In Outlook:

1. Log into mail.harker.org (don't use Outlook app, use internet for this part):
[https://email.harker.org/owa/auth/logon.aspx?
replaceCurrent=1&url=https%3a%2f%2femail.harker.org%2fowa%2f%23authRedirect%3dtrue](https://email.harker.org/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2femail.harker.org%2fowa%2f%23authRedirect%3dtrue)
2. Select the calendar tab, and right click on the "my calendars" on the left side of the screen:

Outlook Web App

+ New event

October 2

◀ Jan Feb Mar

◀◀

WHC ALL (NA)

◀ October 2018 ▶

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

MY CALENDARS

- WHC US
- ✓ WHC ALL (NA)
- WHC LS

Sunday

30

8a Picnic Preparations

7

10a 68th Family and A

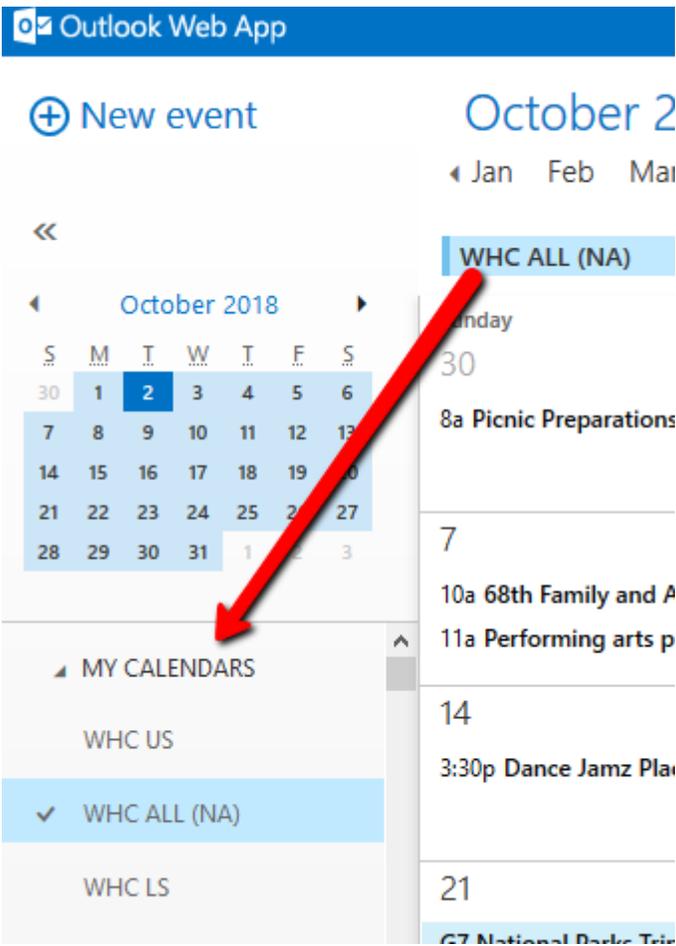
11a Performing arts p

14

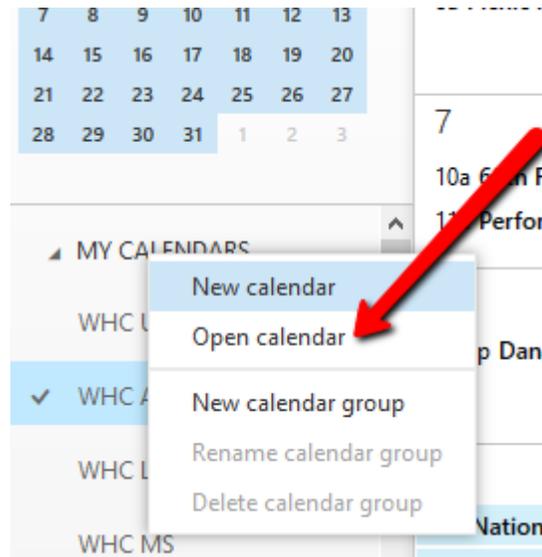
3:30p Dance Jamz Pla

21

67 National Parks Trip



3. Select "Open Calendar"



4. Paste the link and select open.

