

Adding an External Calendar & Customizing the Outlook Calendar Embed Code

A Brightspace Tip

These directions are designed to be used with the online version of [Microsoft Outlook](#). [Click here](#) for directions on locating the embed code in Outlook.

Adding the AACPS Calendar

1. Go to the AACPS calendar on the AACPS website.
HINT: the option to access the calendar is found in the icons across the upper right, click on School Calendar.



2. Click the **LINK** option at the top right of the calendar.



3. Copy the iCal link by clicking **COPY LINK**.

<https://www.aacps.org/site/handlers/icalfeed.ashx?MIID=1>

Copy Link

4. Go to Outlook Calendar and click **Add calendar** in the menu on the left

 Add calendar

5. Choose **Subscribe from web**. Paste in your copied link and click import.
- 6.

 Subscribe from web

7. The AACPS calendar will now be listed under **My Calendars**. When it is checked you will see AACPS events along with any other checked off calendars.

✓ My calendars

✓ Calendar

✓ AACPS



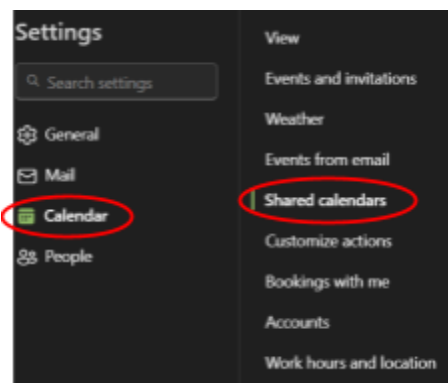
Embed Code for Outlook Calendar

The following is instructions on how to locate the embed code for an Outlook calendar. You must own the calendar in order to publish the calendar.

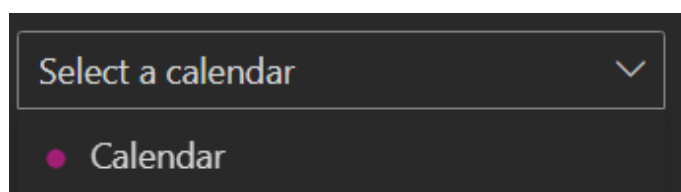
1. Click on the gear cog in the upper right hand corner of the Outlook window.



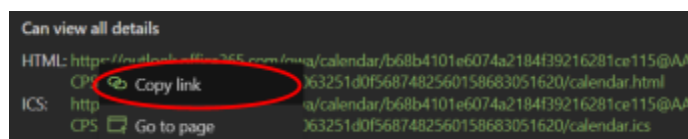
2. Select **Calendar** from the right hand menu and choose **Shared Calendars** from the next column.



3. Under **Publish a Calendar**, from the drop down menu select the calendar to publish.



4. Click the **HTML** code and select **Copy link**.



To embed an outlook calendar on the web; use the following embed code:

```
<!DOCTYPE html>
<html><head></head><body><p><iframe src="PASTE YOUR HTML CALENDAR LINK HERE"
style="border: solid 1px #777;" width="1100" height="800" frameborder="0"
scrolling="no"></iframe></p></body></html>
```

