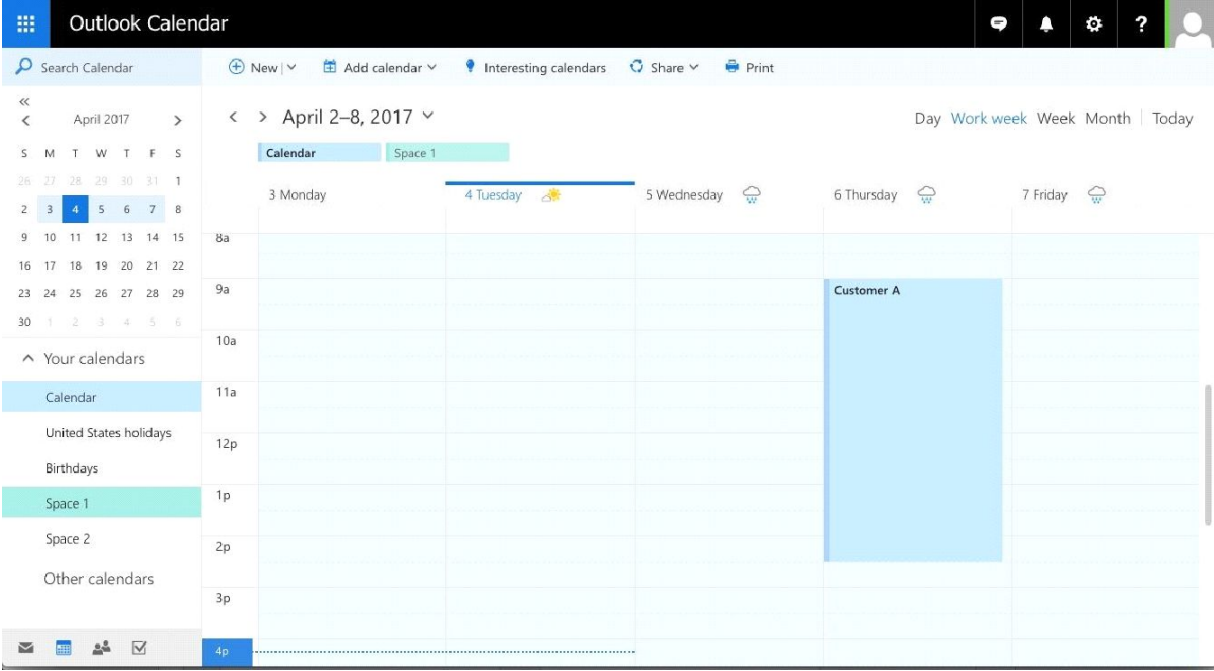


Setting up iCal integration for Microsoft Outlook

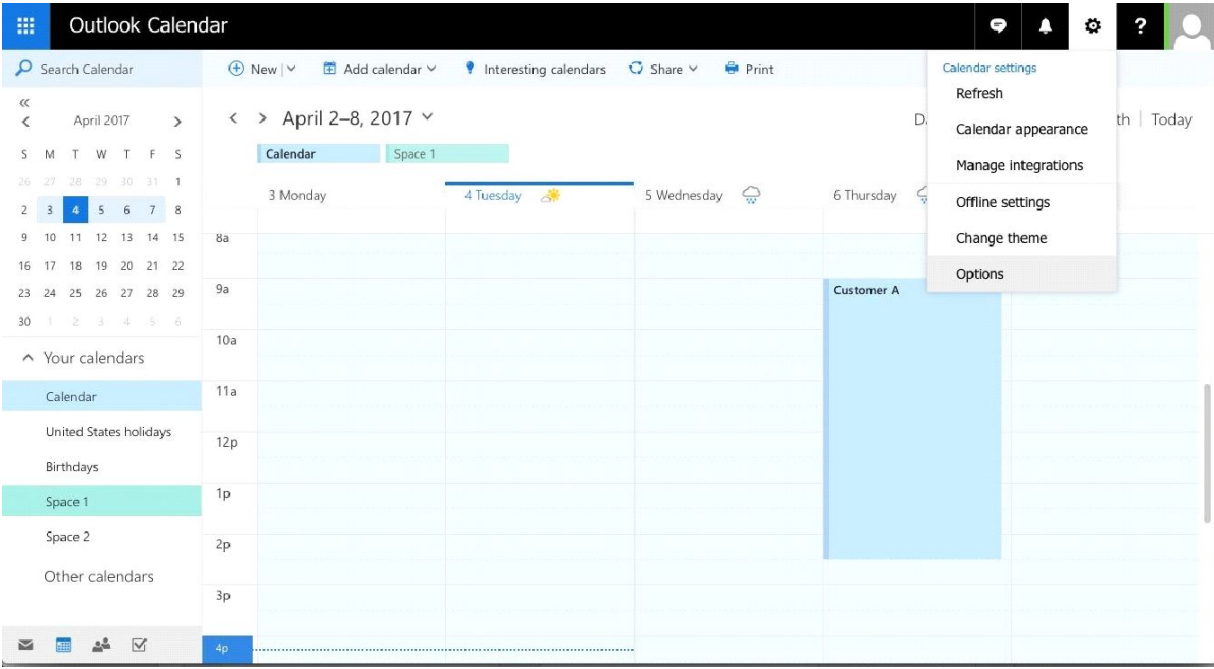
Note:

- Below are instructions to connect one single space. You have to follow the same process for every space within your venue that is live on our platform and has a calendar that you would like to connect it with.
- You **must** have a separate outlook calendar for each space...e.g. Space 1, Space 2, etc. (see screenshot in Step 1 to see example)

Step 1:
Go into your Outlook Calendar view.

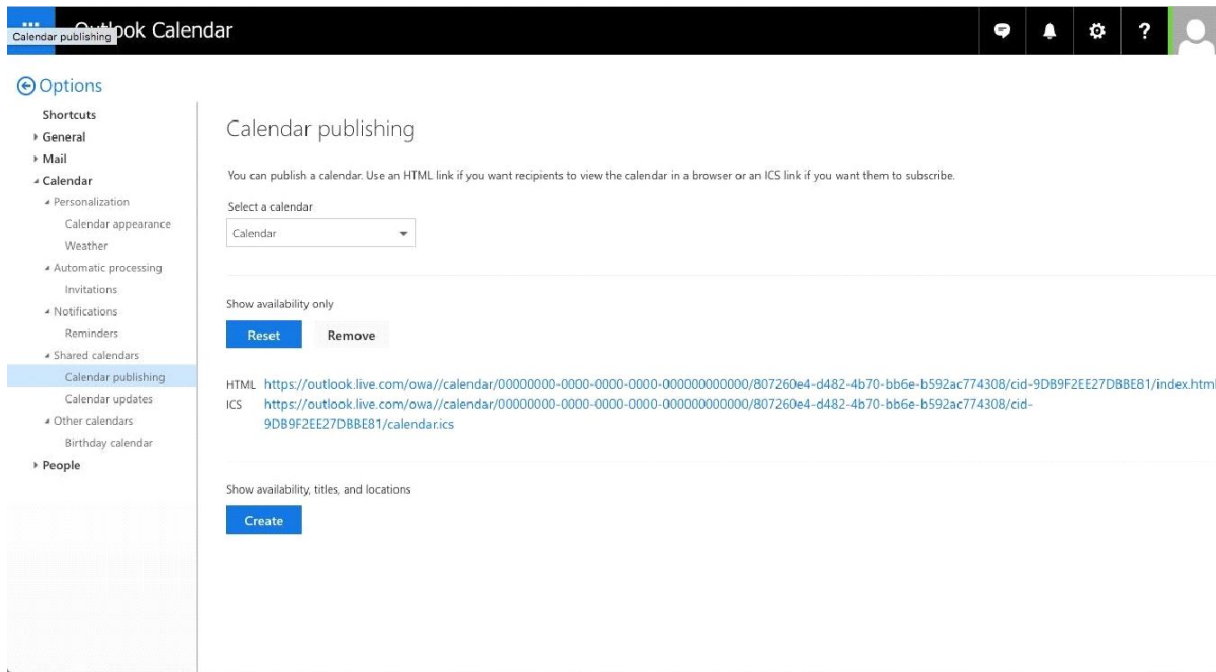


Step 2:
Go to your Settings (gear icon) in the right upper corner and click Options.



Step 3:

Once you are in your Option Settings, go to the Calendar publishing section.

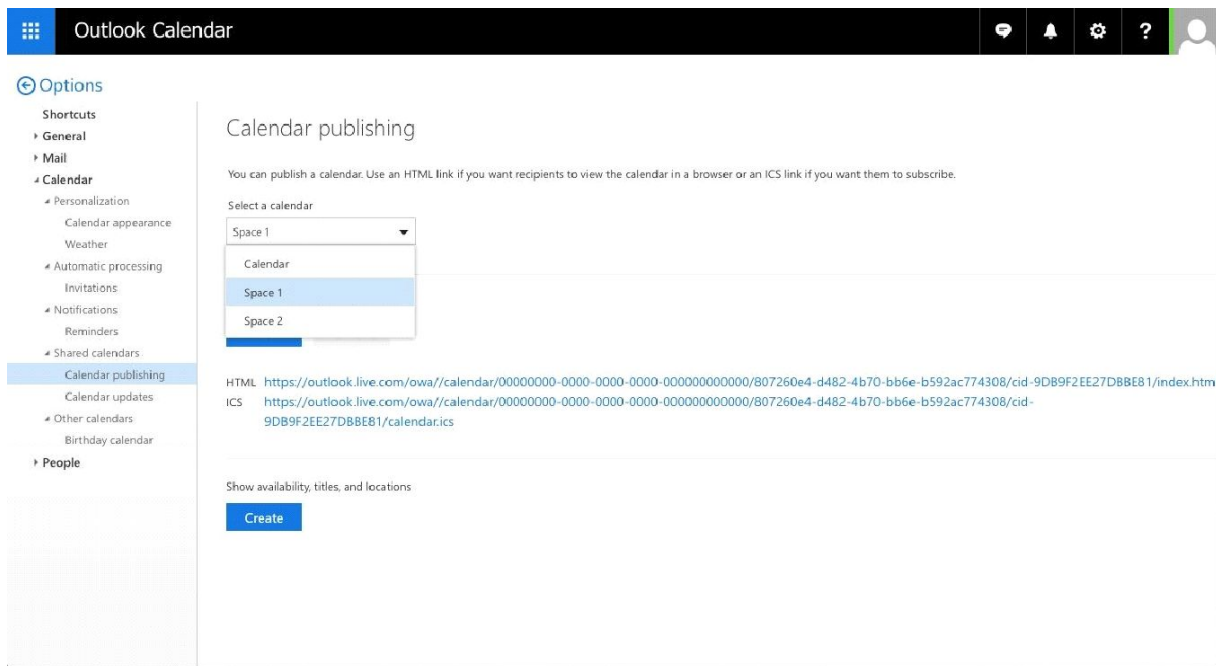


The screenshot shows the Outlook Calendar options page. The left sidebar contains a navigation menu with categories: Shortcuts, General, Mail, Calendar, Personalization, Automatic processing, Notifications, Shared calendars, Calendar publishing (highlighted), Calendar updates, Other calendars, and People. The main content area is titled "Calendar publishing" and includes the following elements:

- A heading: "Calendar publishing"
- A sub-heading: "You can publish a calendar. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe."
- A "Select a calendar" dropdown menu currently showing "Calendar".
- A "Show availability only" section with "Reset" and "Remove" buttons.
- HTML and ICS links for the selected calendar.
- A "Show availability, titles, and locations" section with a "Create" button.

Step 4:

Select Space 1 in the dropdown.



This screenshot is similar to the previous one, but the "Select a calendar" dropdown menu is open, showing three options: "Calendar", "Space 1", and "Space 2". The "Space 1" option is highlighted with a blue background, indicating it has been selected.

3.) After you have clicked on the blue button “Create”, two links will appear. Copy the **ICS link** and send it via email to info@deskbookers.com, or to your contact person at Deskbookers.

The screenshot shows the Outlook Calendar interface. The top navigation bar includes the Outlook logo, the text "Outlook Calendar", and icons for chat, notifications, settings, help, and a user profile. On the left, a sidebar menu under "Options" lists categories like Shortcuts, General, Mail, Calendar, Personalization, Automatic processing, Notifications, Shared calendars, and People. The "Calendar publishing" option is selected and highlighted. The main content area is titled "Calendar publishing" and contains the following elements:

- A heading: "Calendar publishing"
- A sub-heading: "You can publish a calendar. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe."
- A "Select a calendar" section with a dropdown menu showing "Space 1".
- A "Show availability only" section with "Reset" and "Remove" buttons.
- An "HTML" link: <https://outlook.live.com/owa//calendar/00000000-0000-0000-0000-000000000000/c1305808-57c7-4fbf-b6e4-222a3c130b0c/cid-9DB9F2EE27DBBE81/index.html>
- An "ICS" link: <https://outlook.live.com/owa//calendar/00000000-0000-0000-0000-000000000000/c1305808-57c7-4fbf-b6e4-222a3c130b0c/cid-9DB9F2EE27DBBE81/calendar.ics>
- A "Show availability, titles, and locations" section with a "Create" button.