

How to export Office 365 Calendar to ical format

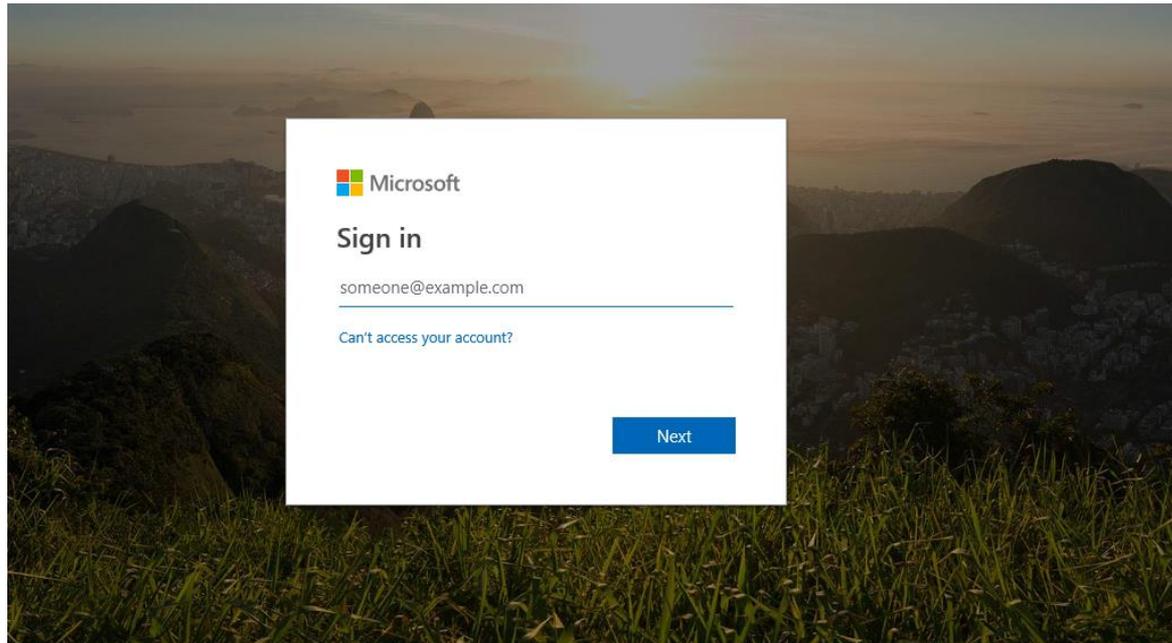
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Sep. 2018

Log In

1. Log in Office 365 website

<https://outlook.office365.com/>



Go Calendar setting

2. Choose the Calendar under your account

The screenshot shows the Outlook interface with the calendar view for September 2018. The settings pane on the right is open, and the 'Calendar' option under 'Your app settings' is selected. Red boxes highlight the settings gear icon in the top right corner and the 'Calendar' option in the settings pane. Green callout boxes provide instructions: '1. Click calendar icon' points to the calendar icon in the bottom left, '2. Click setting icon' points to the gear icon, and '3. Choose 'Calendar'' points to the 'Calendar' option in the settings pane.

1. Click calendar icon

2. Click setting icon

3. Choose 'Calendar'

Get iCal Link

3. Choose the Calendar under your account

The screenshot shows the Outlook interface with the 'Calendar publishing' settings pane open. The 'Calendar publishing' option in the left-hand 'Options' menu is highlighted with a red box. A green callout box with red text points to this option, stating '1. Click 'Calendar publishing''. In the 'Calendar publishing' pane, the 'Select permissions' dropdown menu is open, showing 'Full details' selected. A red box highlights this option, with a green callout box containing the text '2. Choose 'Limited details' or 'Full Details''. Below this, the 'ICS' link is visible, and a red box highlights it. A green callout box with red text points to this link, stating '3. Right click mouse to copy the iCal link'. A context menu is open over the ICS link, with 'Copy link address' highlighted by a red box.

Options

- Shortcuts
- General
- Mail
- Calendar
 - Personalization
 - Calendar appearance
 - Weather
 - Automatic processing
 - Events from email
 - Invitations
 - Notifications
 - Reminders
 - Text message notification
 - Shared calendars
 - Calendar publishing

Calendar publishing

Save Discard

Calendar publishing

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.

Select a calendar

Calendar

Select permissions

Full details

HTML <https://outlook.office365.com/owa/calendar/445d287b23964dea8c783916a0f77f99@IAdea.com/3847516064264238a9d630d...>

ICS <https://outlook.office365.com/owa/calendar/445d287b23964dea8c783916a0f77f99@IAdea.com/3847516064264238a9d630d...>

Open link in new tab

Open link in new window

Open link in incognito window

Copy link address

Inspect

Settings

Search all settings

Calendar appearance

Choose how your calendar should look.

Automatic replies

Create an automatic reply (Out of office) message.

Theme

Default theme

Notifications

On

Your app settings

Office 365

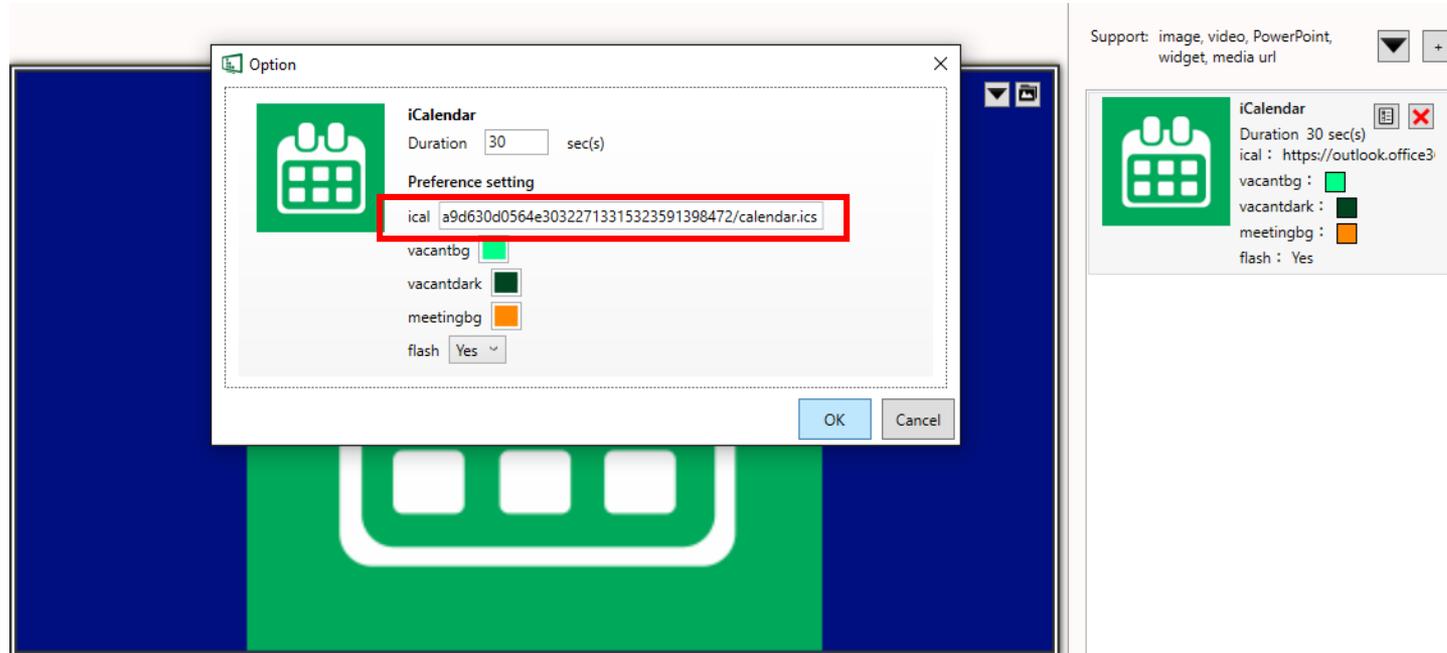
Mail

Calendar

People

Use iCal on SignApps Express

4. In ConfRoom widget, paste iCal link to ical.



Screen shot of Device

5. The information of current meeting and next meeting show on the screen.

