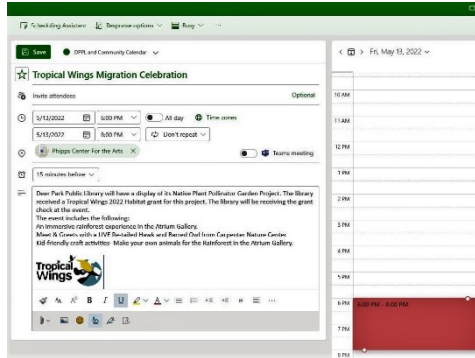


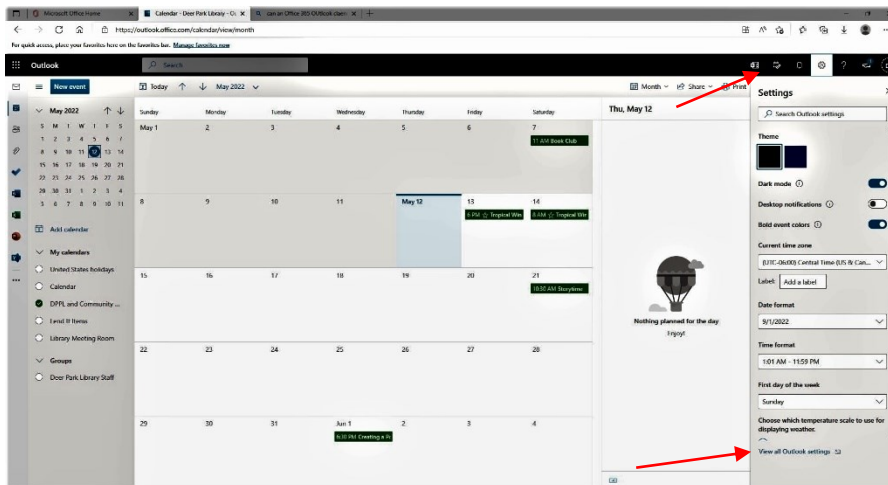
Office 365 Calendar and Tockify Manually Synchronize or Import Events

Since the introduction of Office 365 (O365), Microsoft **allows you to publish a calendar with people outside of your organization only by using the Outlook web app (OWA).**

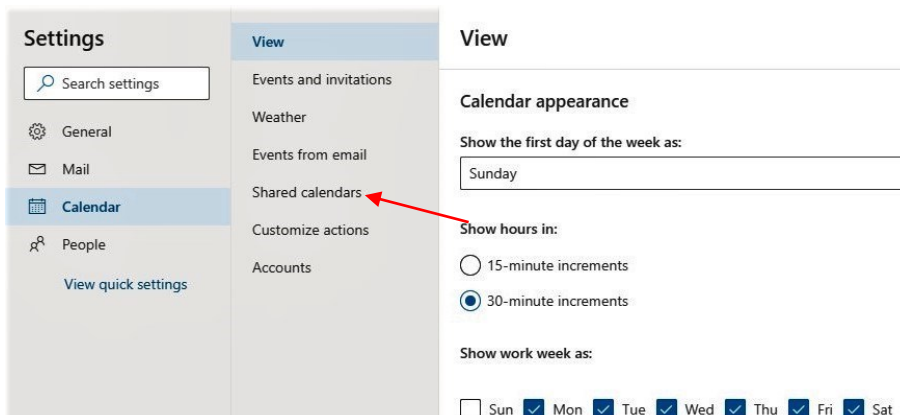
1. Open Outlook calendar that you want to link with the Tockify Calendar used on your website.
2. Add events to the calendar, click the **Save** button.



3. Click on **Settings (Gear icon)** right in the Outlook Menu bar.

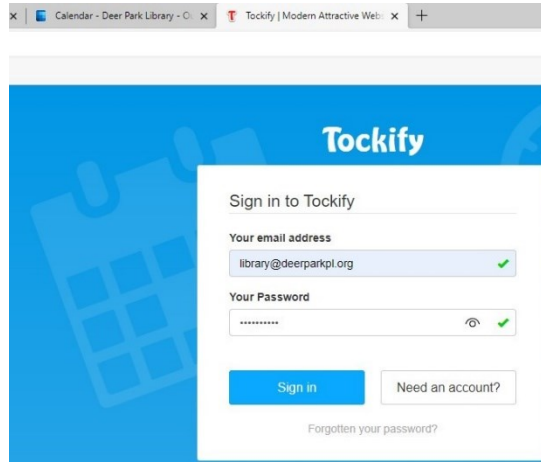


4. Click on **View All Outlook Settings** at the bottom of the Quick Settings.
5. Select **Shared Calendars** in Settings.

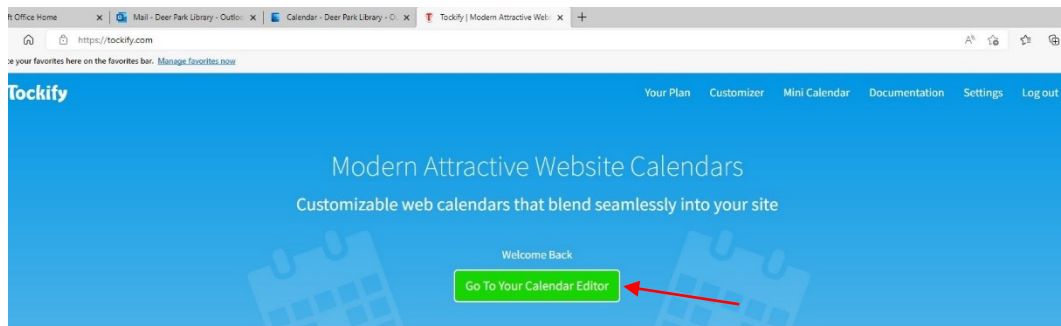


Office 365 Calendar and Tockify Manually Synchronize or Import Events

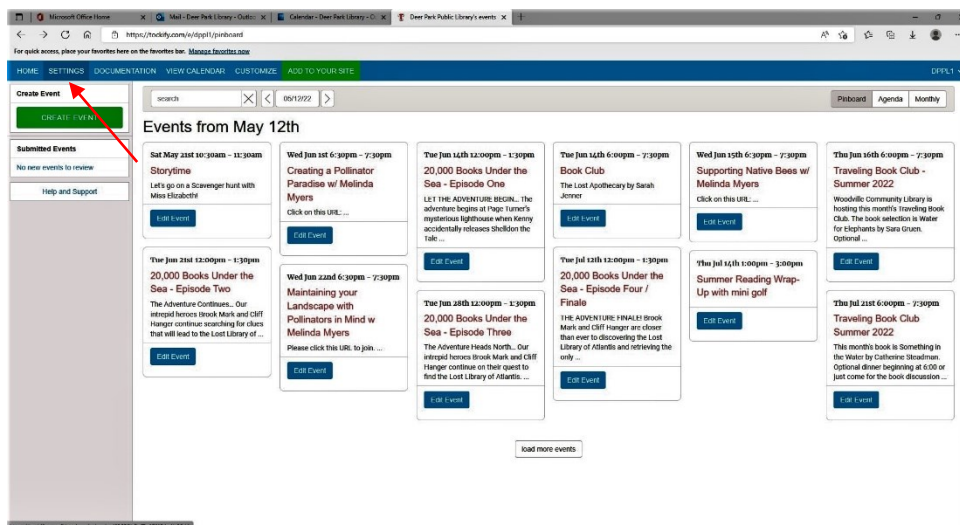
6. Log In to Tockify.com in a new tab.



7. Click on **Green Button** to go to the Calendar Editor.



8. Click on **Settings** in the Calendar Editor Menu Bar

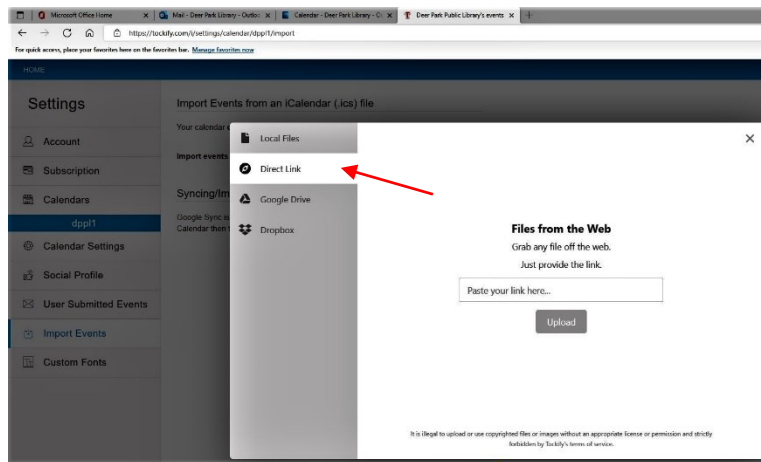
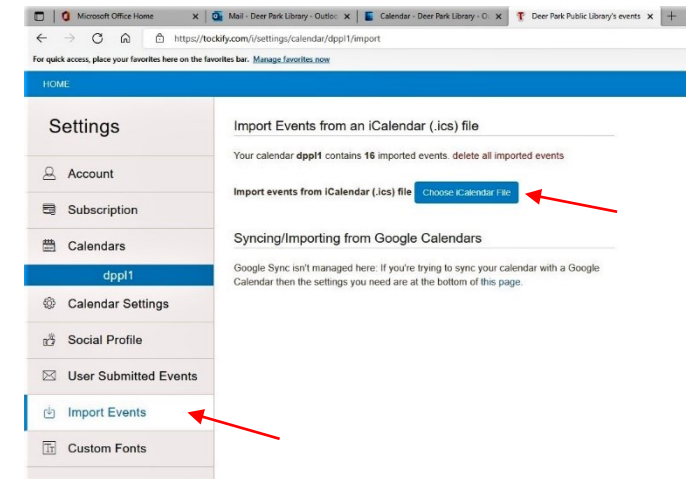


Office 365 Calendar and Tockify Manually Synchronize or Import Events

9. Click on **Import Events**.

10. Click on Choose **iCalendar Blue Button**.

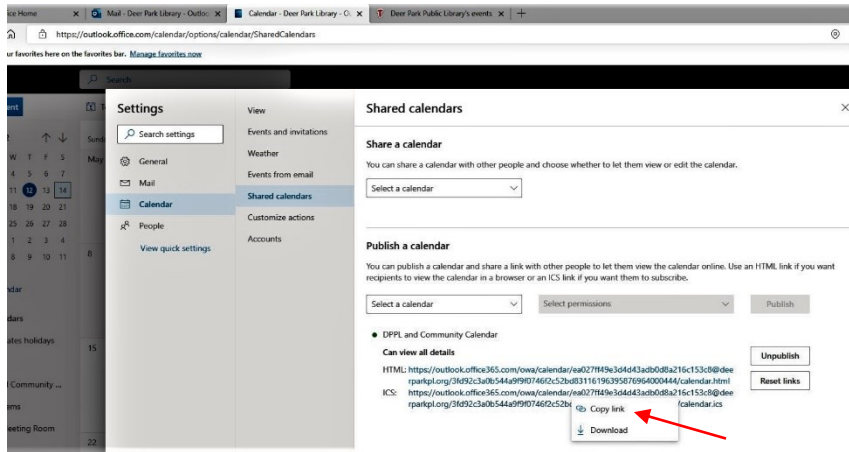
11. Select Direct Link on the left sidebar menu in the pop-up window



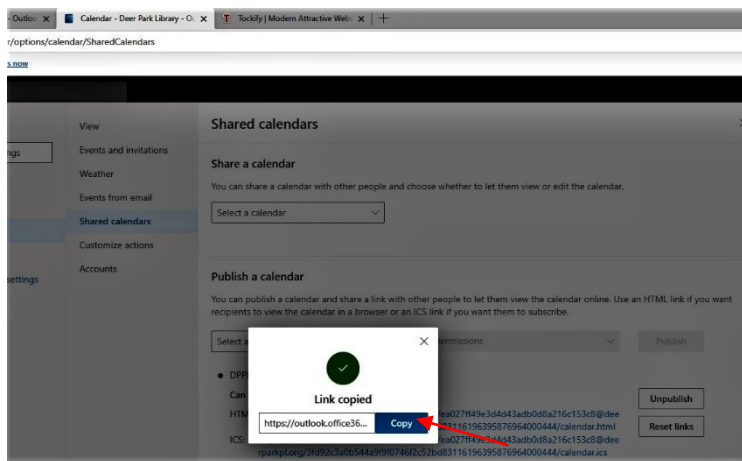
12. Return to the Outlook Calendar Tab to see the Shared Calendars Pop-up Window

Office 365 Calendar and Tockify Manually Synchronize or Import Events

13. Go to **Publish a calendar** section, using the drop-down arrow select the calendar that you want to publish to Tockify.
14. Click (single left-click) on the **ICS** link to display options for the link.
15. Select **Copy link**



16. Click on **Blue Copy button** on the window that pops up.

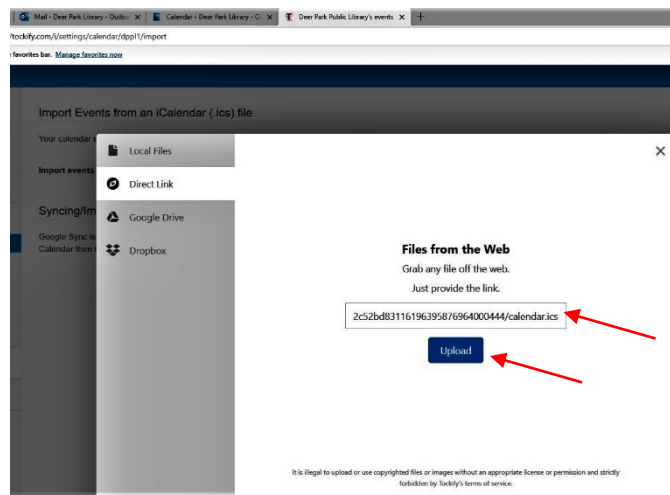


Office 365 Calendar and Tockify Manually Synchronize or Import Events

17. Return to Tockify tab

18. Paste the copied link in the block

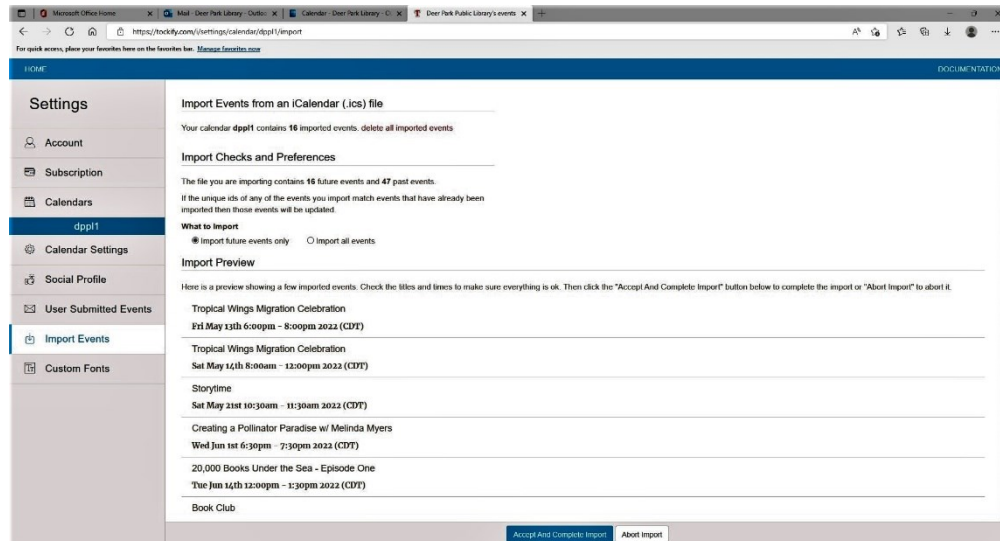
19. Click on the **Blue Upload Button**



Office 365 Calendar and Tockify Manually Synchronize or Import Events

20. Check the **Import Preview**,

- decide if you want to import future events only or all events, change radio button as appropriate
- if everything is okay Click the Blue “Accept and Complete Import” button or click “Abort Import” to cancel the import



Tockify will show that the import is in process. When completed the window returns to the Import Events window.

21. Confirm the import by going to your website and checking the calendar.