# Integrating Calendars into Office 365

## Office 365

Alberta Health Services (AHS) has recently upgraded its email infrastructure and now uses Microsoft Outlook (Office 365), which is accessible through the Outlook Web Portal at outlook.office.com and from personal mobile devices that are enrolled in the AHS 'Bring Your Own Device' (BYOD) program. A desktop version of Outlook will be available for personal devices enrolled in BYOD. It is not possible to view or manage AHS email with email clients other than Outlook.

- Connect Care Blogs: Office 365
- FAQ: Office 365

## Calendar Management

AHS's configuration of Outlook 365 allows for viewing multiple calendars associated with different email accounts (such as Google Gmail accounts used in academic institutions or privately) in addition to one or more AHS calendars on personal mobile devices enrolled in BYOD.

The steps taken to add non-AHS calendars for viewing alongside AHS calendars on an iOS or Android personal mobile device (enrolled in AHS BYOD) are described in this tip. Advice about how to add communications accounts for viewing with AHS Outlook 365 services should be followed first:

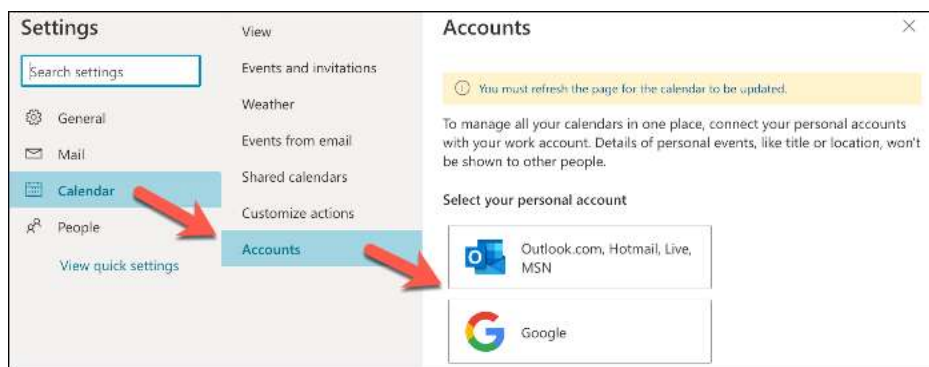- Tip: Adding Mobile Outlook Accounts in Office 365

## Viewing External Calendar(s) using Outlook WebMail

The easiest way for AHS Outlook 365 users to see AHS and external calendar information at the same time is to set this up through the web interface to AHS Outlook 365.

- Log on to the web version of Outlook for Office 365 (outlook.office.com) using AHS credentials. If doing this for the first time, initiate your account using your full AHS email address (firstname.lastname@albertahealthservices.ca). Your password is the same one used to log on to AHS networks and clinical information systems.

- In the banner at the top of the Outlook Webmail interface, select settings (gear icon).



- Select *View all Outlook settings* from the bottom of the Settings side bar.

- Select the *Calendar* setting, and *Accounts*, then select the appropriate software type for the external calendar to include in Outlook calendar views.

- Enter the appropriate login credentials for your external. Note that this process may involve a confirmation login through the external institution (e.g., UofA, UofC) single-sign-on.

- In the sidebar of the Outlook Calendar and on your BYOD mobile device, your external calendars will now appear listed in the left column of the calendar display, below the name of your AHS calendar. Selecting adjacent checkboxes will cause the external calendar content to be displayed alongside the AHS calendar content.

## For more information

- Microsoft Set-up Guides for iOS and Android

Alberta Health Services