

Embedding an Outlook Calendar to a Cascade CMS Website

1. First, go to your Outlook Calendar and click on the top right, where there should be a "Settings" button.

	NM	BE BOLD. Shape the Future. New Mexico State University	Outlook 🔎	Search					□⊐ Teams call I	9 🕫 D 💿 ? 🖘 🐔
	=	New event	🗊 Today 1 🕇	↓ August 2022	~			🛅 Month 🗸	🖻 Share 🔓 Print	Settings ×
	~	August 2022 ↑ ↓	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Search Outlook settings
83	31		Jul 31	Aug 1	2	3	4	5	6	Desktop notifications ①
•	14	15 16 17 18 19 20								Bold event colors ①
W	28	22 23 24 25 26 27 29 30 31 1 2 3 5 6 7 8 9 10	7	Aug 8 🔆	9 🔆	10 🄝	11 🔆	12 🔆	13	30 minutes
K.	Ē	Add calendar								Current time zone
()	~	ynavarro@nmsu.edu	14	15 Pay Day 🗢	16 6 PM CARE Conference	17 ce	18	19 11 AM Crimson 🔅	20	Label: Add a label
-	~	Calendar Show all								Date format
B	0	yvette.nava1389@gm	21	22	23	24	25	26	27	9/1/2022
										1:01 AM - 11:59 PM
			28	29	30	31	Sep 1	2	3	First day of the week
					Pay Day 🗢			2 PM Leave Rep ¢		View all Outlook settings 5

a. Select the bottom option "View all Outlook settings."

2. Select the "Calendar" settings on the left side. From there, you will click "Shared Calendars.

Set	tings	View	View
2	Search settings	Events and invitations	Calendar appearance
1	General	Weather Events from email	Show the first day of the week as:
	Mail	Cherry diselve days	Sunday
	Calendar	Shared calendars	
RR	People	Customize actions	Time scale:
	View quick settings	Accounts	30 minutes

Please contact Yvette Navarro at ynavarro@nmsu.edu or (575) 646-3497 for any additional questions.

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- 3. From here, find the "Publish a Calendar" section
 - a. Here, you can choose the calendar you want to share.
 - i. Select permissions: you can specify the level of details published.
 - b. Once, that's done, click "Publish"

View	Shared calendars	
Events and invitations		
Weather	Share a calendar	
Events from email	You can share a calendar with other people and choose whether to let them view or edit the calendar.	
Shared calendars	Select a calendar V	
Customize actions		
	You can publish a calendar and share a link with other people to let them view the calendar online. Us	e an HTML link if yo
	Select a calendar Select permissions	
	recipients to view the calendar in a browser or an ICS link if you want them to subscribe. Select a calendar Calendar Calendar	Publish
	recipients to view the calendar in a browser or an ICS link if you want them to subscribe. Select a calendar Select permissions • Calendar Can view titles and locations	Publish Unpublish
	 Calendar Calendar Calendar Calendar Calendar Can view titles and locations HTML: https://outlook.office365.com/owa/calendar/011f4af3ef144e2893b6257cfb41102a@nms u.edu/81217c4d002f4886b650dba711f93f8c8831961573503857016/calendar.html 	Publish Unpublish Reset links
	recipients to view the calendar in a browser or an ICS link if you want them to subscribe. Select a calendar Select permissions Calendar Can view titles and locations HTML: https://outlook.office365.com/owa/calendar/011f4af3ef144e2893b6257cfb41102a@nms u.edu/81217c4d002f4886b650dba711f93f8c8831961573503857016/calendar.html ICS: https://outlook.office365.com/owa/calendar/011f4af3ef144e2893b6257cfb41102a@nms u.edu/81217c4d002f4886b650dba711f93f8c8831961573503857016/calendar.ics	Publish Unpublish Reset links

You can publish a calendar and share a link with other people to let them view the calendar online. Use an HTML link if you war recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

3 a	Calenda	ai Can view titles and locations	- 3b	Publish
	• Caler	dar		
	Can	view titles and locations	ſ	Unpublish
3	bi <u>HTM</u>	: https://outlook.office365.com/owa/calendar/011f4af3ef144e2893b6257cfb41102a@nm u.edu/81217c4d002f4886b650dba711f93f8c8831961573503857016/calendar.html	1S	Reset links
	ICS:	https://outlook.office365.com/owa/calendar/011f4af3ef144e2893b6257cfb41102a@nmu.edu/81217c4d002f4886b650dba711f93f8c8831961573503857016/calendar.ics	ıs	Reset miks

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- **4.** Now, you need to input that HTML link into an iframe code so Cascade can properly display the calendar.
 - a. Base code:
 - i. < iframe width="300" height="150" src="INSERT HTML LINK HERE" title="INSERT TITLE OF CALENDAR HERE"></iframe>
 - b. Example code:
 - i. <iframe width="900" height="450" src="https://outlook.office365.com/owa/calendar/011f4af3ef144e2893b
 6257cfb41102a@nmsu.edu/81217c4d002f4886b650dba711f93f8c88319
 61573503857016/calendar.html" title="Example Calendar"></iframe>
- Once have your iframe code, go to Cascade and choose the page you'd like to place the calendar on. Here, you'll click on the option "< >" located on the last row.

 Make sure that the "Content type" is under Feature Te

ntent	N etadata	Configure	E Fullscreen		Saving	draft Cl	ose E	Show dit Preview	Preview Draft
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6. Now, you can paste the HTML code and click "Ok."



- **7.** You can edit the size of the calendar by clicking the media button, which is to the left of the "< >" button.
 - a. Make sure you constrain the proportions of the dimensions so that the calendar doesn't look skewed.



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Inser	t/edit ı	nedia	×
General	Embed	Advanced	
Source		https://outlook.office365.com/c	owa/calendar/011f4af3e
Dimensions		1000 x 500 Constr	ain proportions
			Ok Cancel

8. Once you are satisfied with the way your calendar looks, click submit and publish so that it is publicly viewable.

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	🗊 Today	$\uparrow \downarrow$	August 2022	~					🛗 Month 🖂 🖨	ង Print	
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	Jul 31	Aug 1	2	3	4	5	6				
	7	Aug 8	9	10	11	12	13				
	14	15	16	17	18	19	20				
	6 PM Free		6 PM Busy-			11 AM B 🕸					