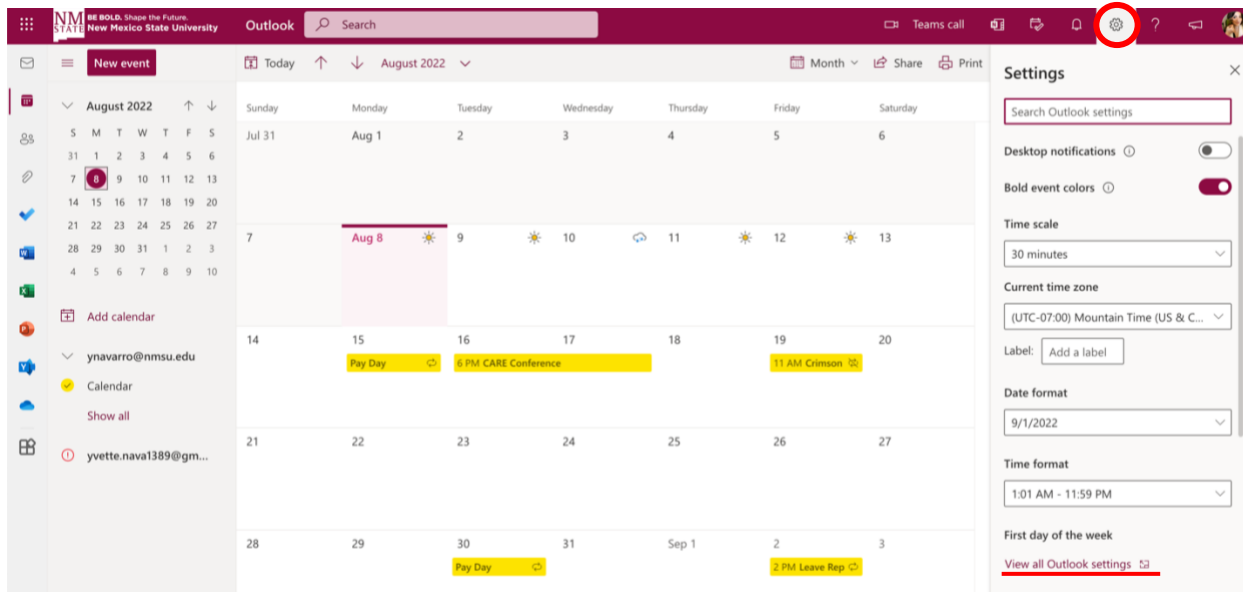
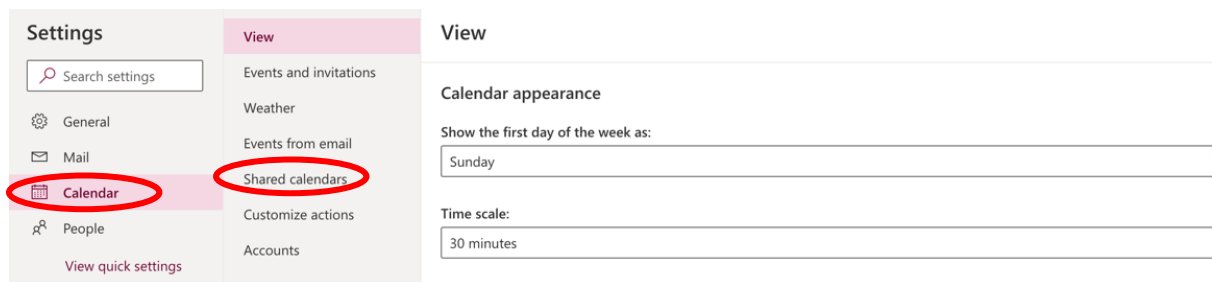


Embedding an Outlook Calendar to a Cascade CMS Website

1. First, go to your Outlook Calendar and click on the top right, where there should be a “Settings” button.
 - a. Select the bottom option “View all Outlook settings.”

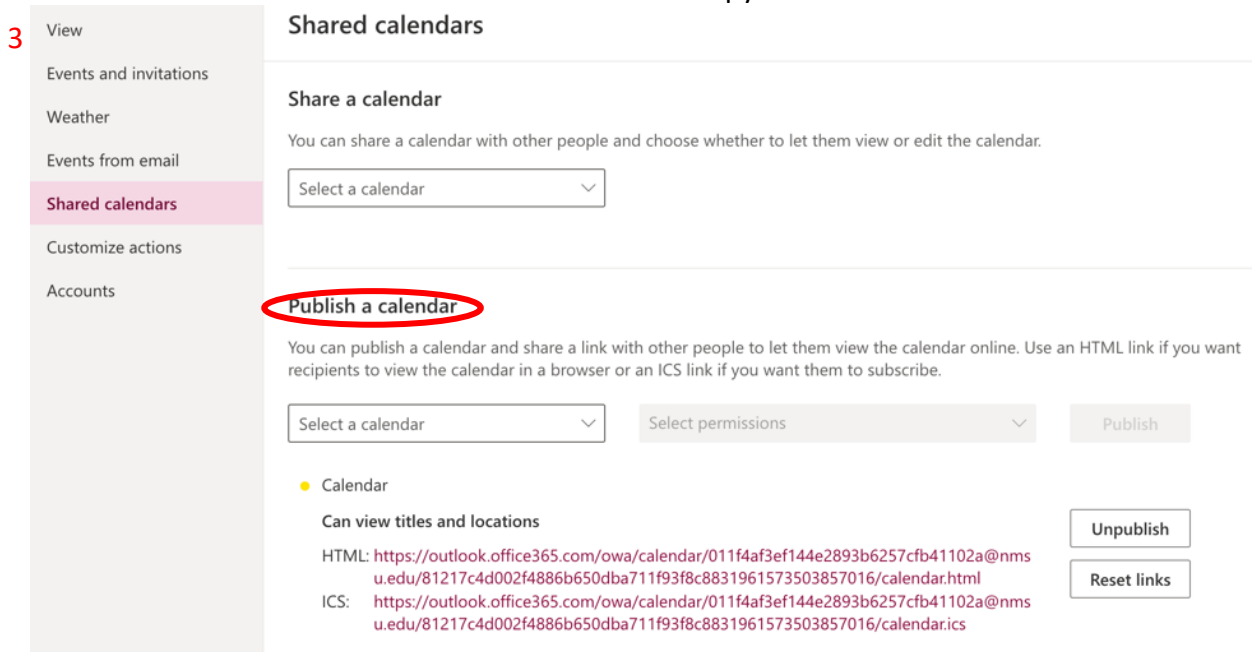


2. Select the “Calendar” settings on the left side. From there, you will click “Shared Calendars.”



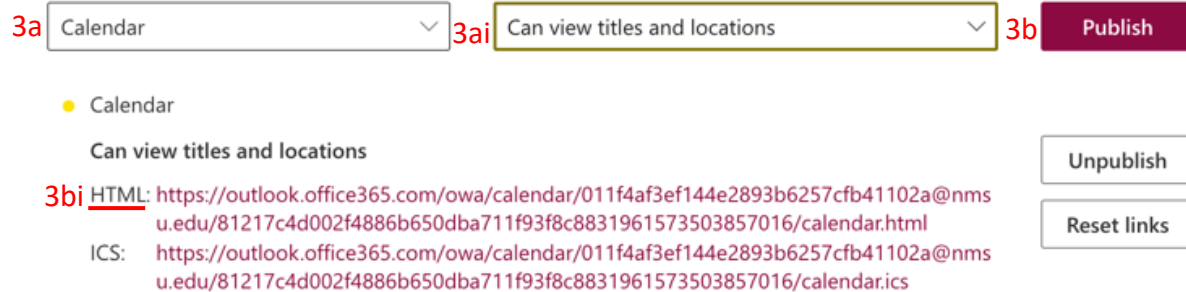
Please contact Yvette Navarro at ynavarro@nmsu.edu or (575) 646-3497 for any additional questions.

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”
 - i. You will be shown two links. Copy the HTML link.



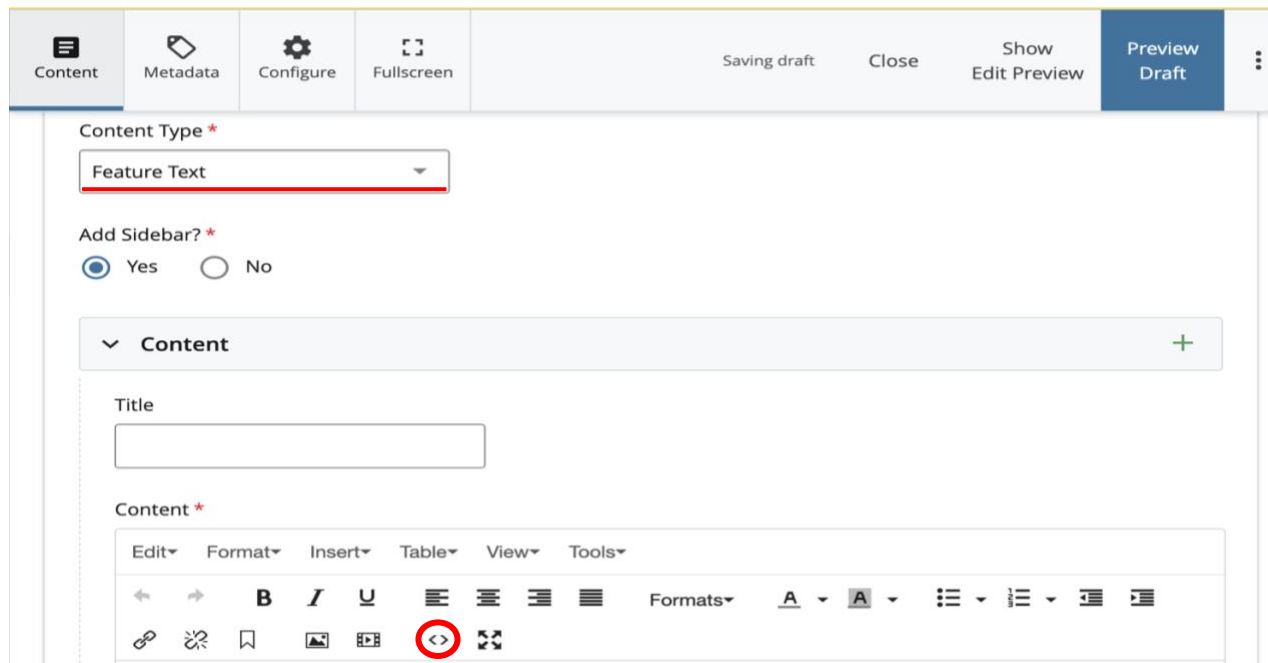
Publish a calendar

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 want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

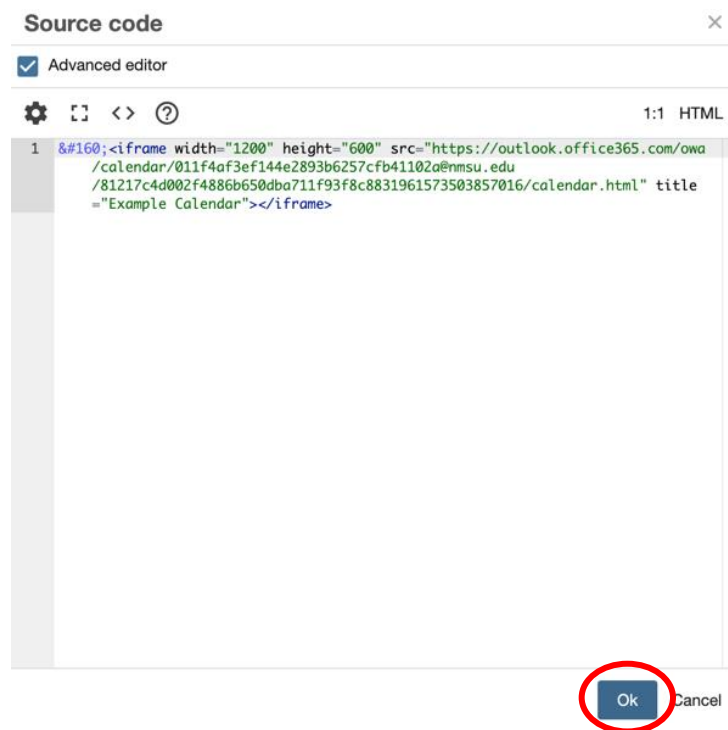


4. Now, you need to input that HTML link into an iframe code so Cascade can properly display the calendar.
 - a. Base code:
 - i. `<iframe width="300" height="150" src="INSERT HTML LINK HERE" title="INSERT TITLE OF CALENDAR HERE"></iframe>`
 - b. Example code:
 - i. `<iframe width="900" height="450" src="https://outlook.office365.com/owa/calendar/011f4af3ef144e2893b6257cfb41102a@nmsu.edu/81217c4d002f4886b650dba711f93f8c8831961573503857016/calendar.html" title="Example Calendar"></iframe>`

5. 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.
 - a. Make sure that the "Content type" is under Feature Text.



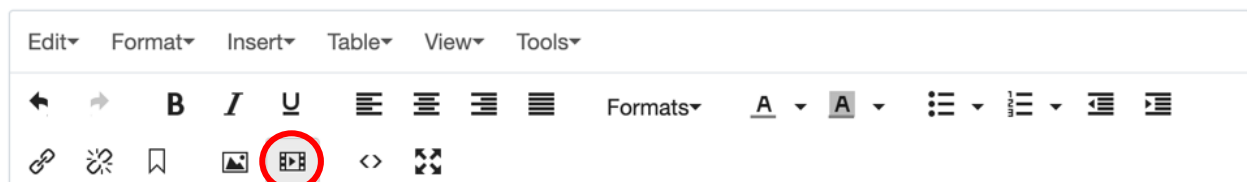
6. Now, you can paste the HTML code and click “Ok.”



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.

Content *



Insert/edit media ✕

General
Embed
Advanced

Source

Dimensions x Constrain proportions

Ok
Cancel

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

Submit
Discard
Edit
Comments
Details
☆
⋮ More

Draft
Page: Web Support Home
Output: HTML

ACES_Web Support / Index

BE BOLD. Shape the Future.
New Mexico State University

Quick Links

Calendar (Yvette Navarr
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Today
↑
↓
August 2022
Month
Print

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Mon, Aug 8
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		
21	22	23	24	25	26	27	

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