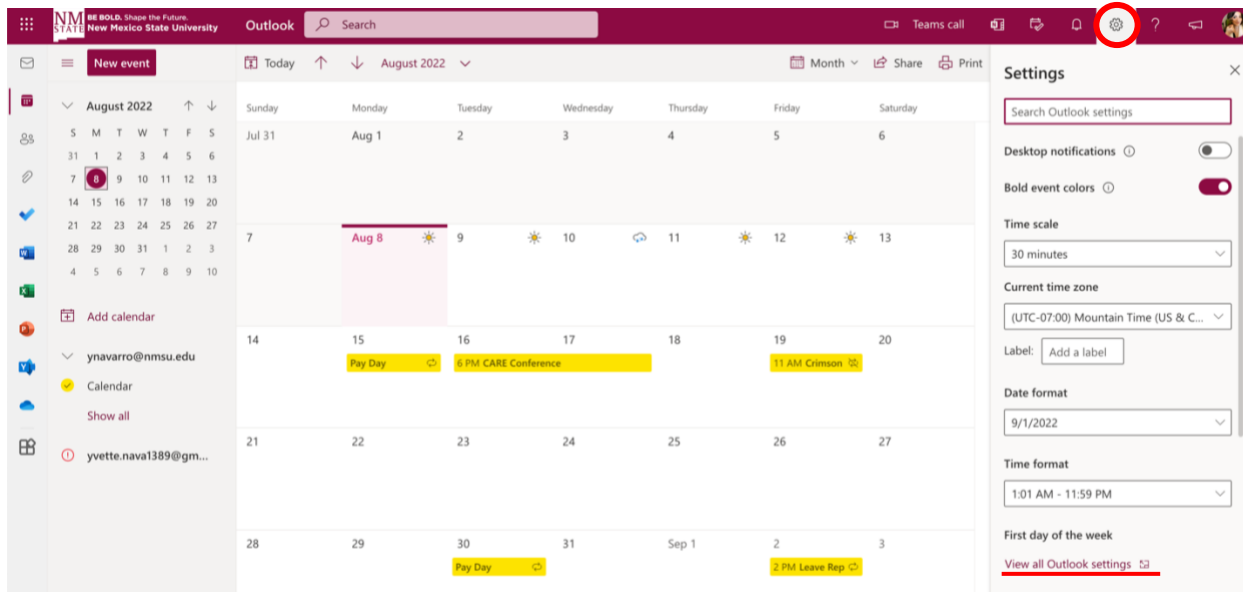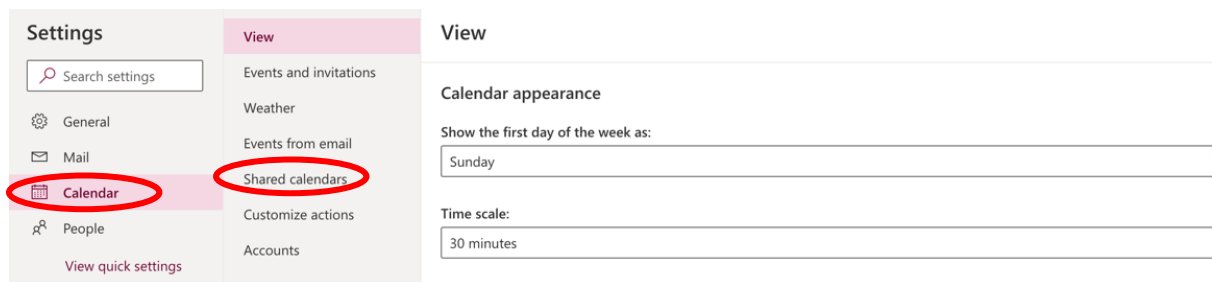# Embedding an Outlook Calendar to a Cascade CMS Website

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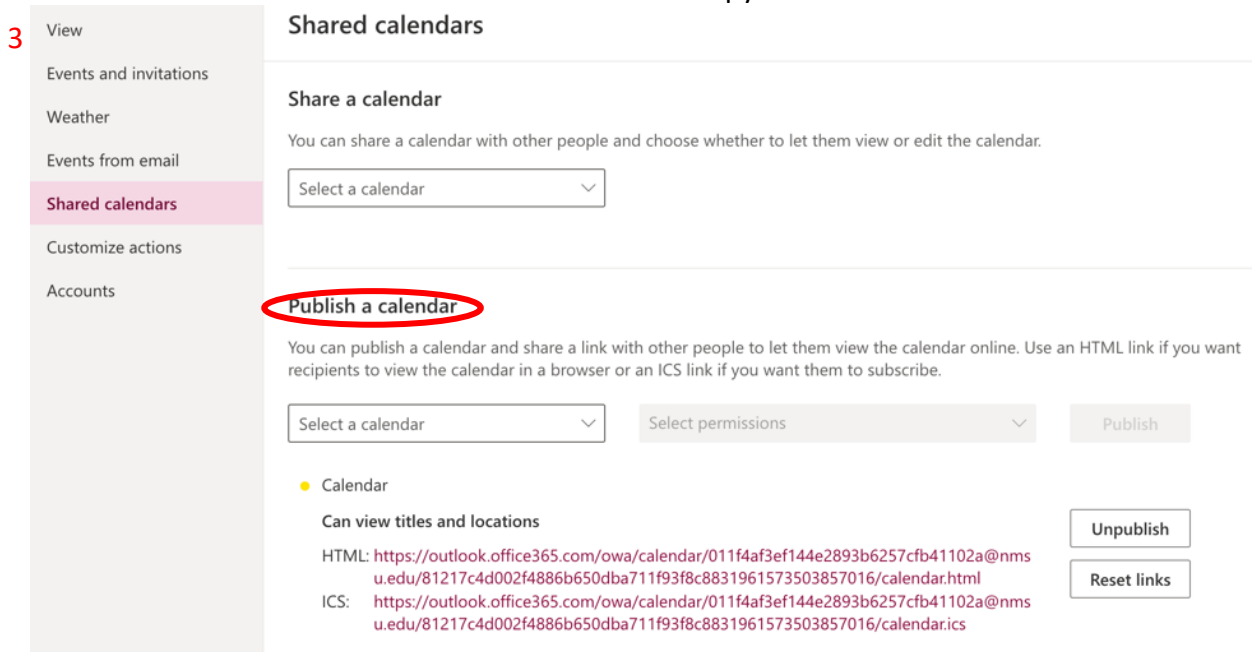   a. Select the bottom option "View all Outlook settings."

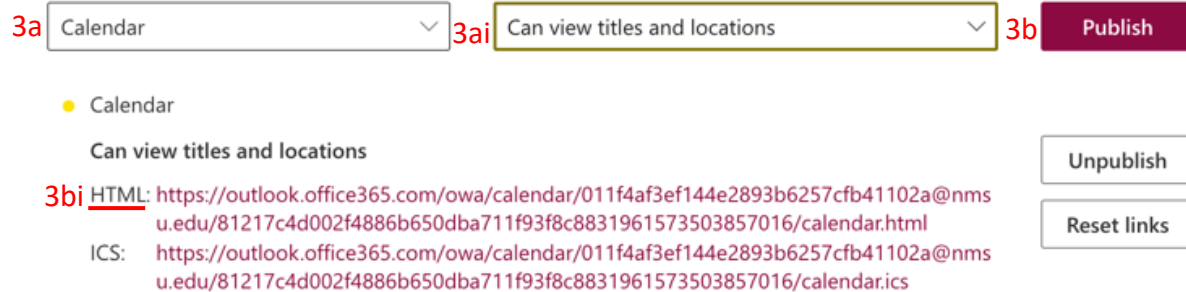2. Select the "Calendar" settings on the left side. From there, you will click "Shared Calendars."

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.

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>

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.
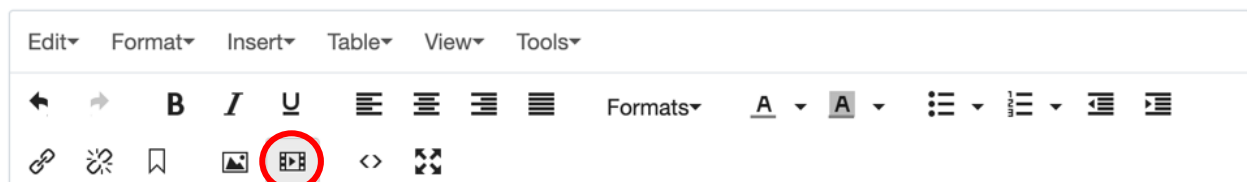   a. Make sure that the "Content type" is under Feature Text.
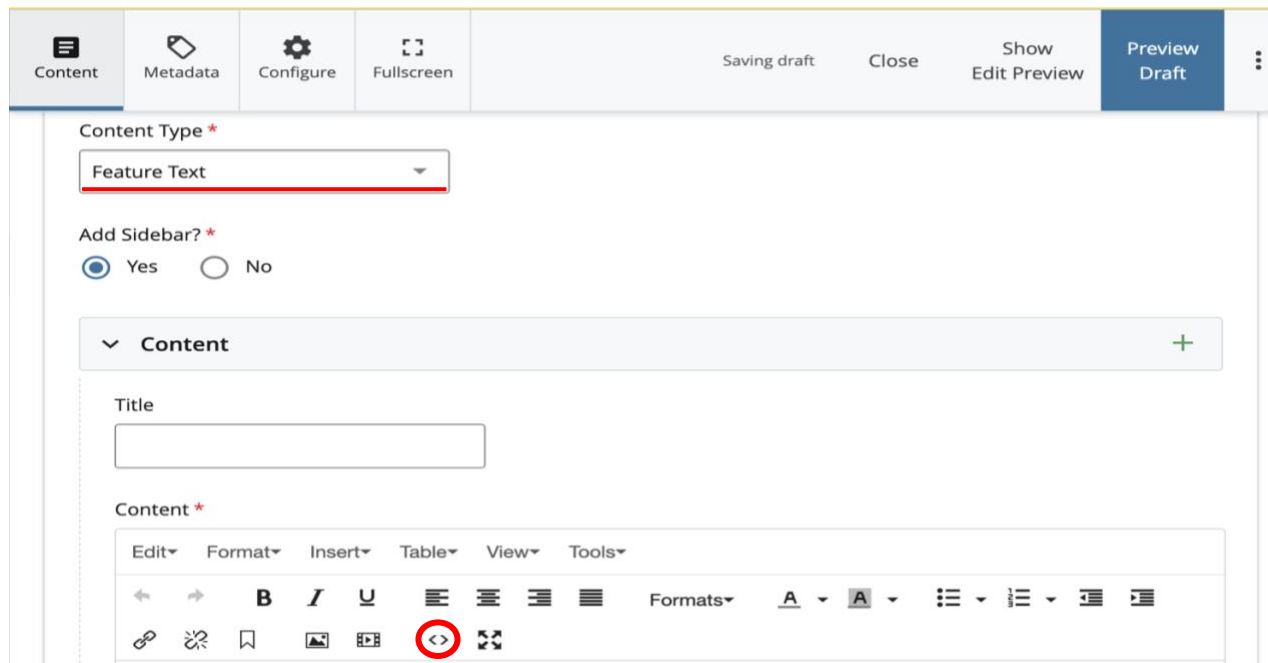
6. Now, you can paste the HTML code and click "Ok."
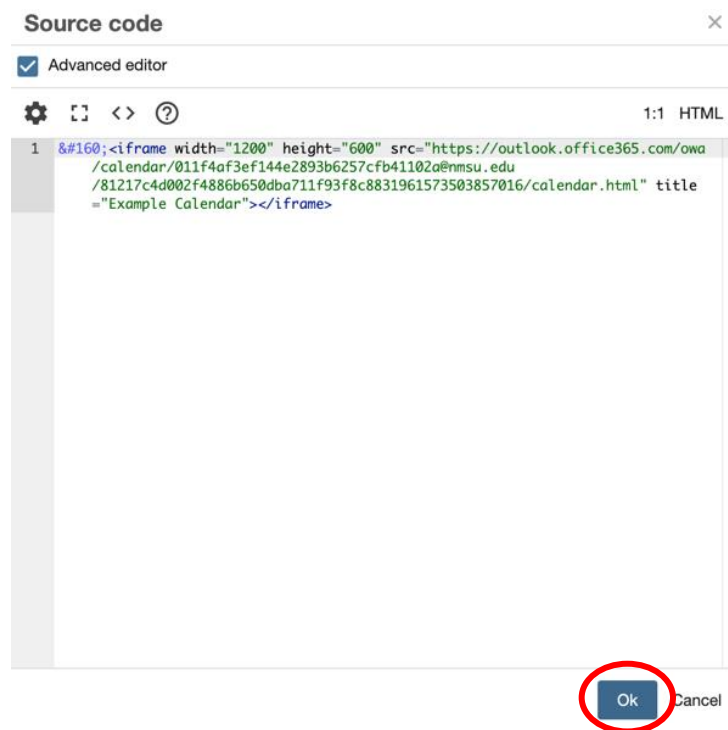
7. You can edit the size of the calendar by clicking the media button, which is to the left of the "< >" button.
   a. Make sure you constrain the proportions of the dimensions so that the calendar doesn't look skewed.

Content *

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