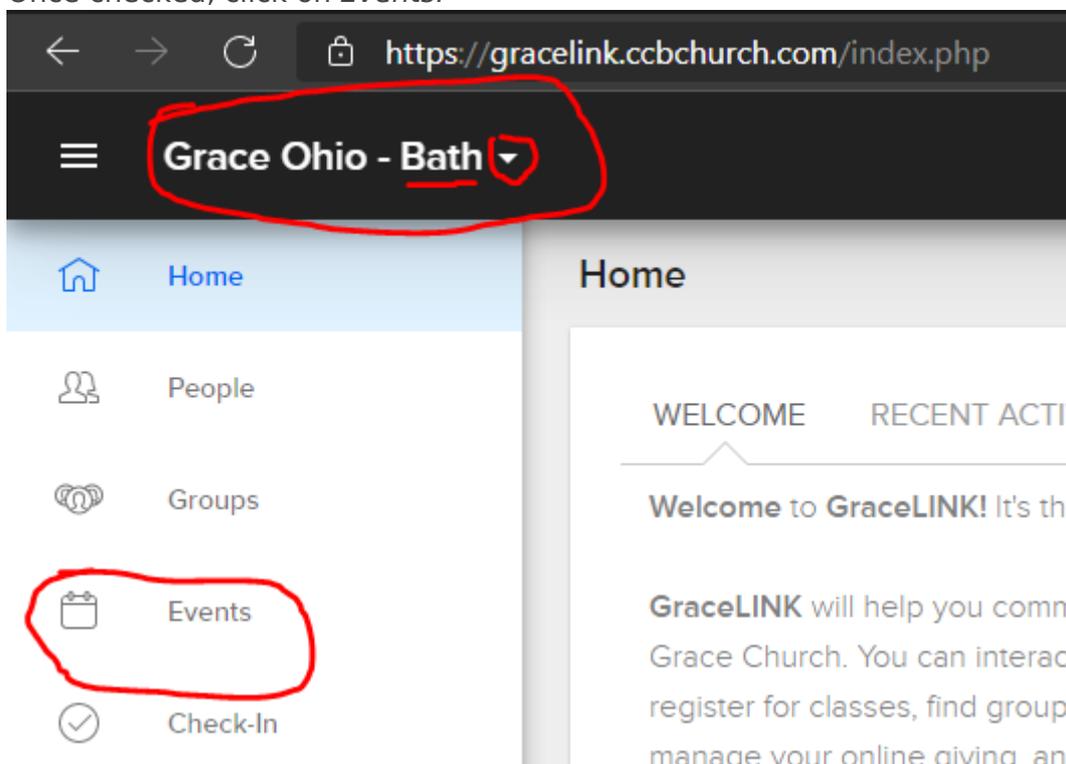


Add event/resource/room to your Outlook Calendar

This article will walk you through how to add GraceLink calendar events/appointments to your work Outlook Calendar. You are able to find and add the schedule for Church Wide events, and reservations for rooms and resources.

If you start at the home page of GraceLink, ensure that you are under the correct campus that your event is related to. If it is not you need to click on the drop down arrow to select your campus. Once checked, click on *Events*.



Church Wide Calendar

On the events page, Click on the calendar tab. This brings you to a month calendar view of the events going on. If you scroll to the bottom of the page, you will see a hyperlink that will let you subscribe to the calendar. Click on it, and Outlook will try to add the GraceLink church-wide calendar.

ent Ministri	Student Ministri	Student Ministri	Student Ministri	Student M
ent Ministri	Student Ministri	Student Ministri	Student Ministri	Student M
30 Bible Ca	6a Men's Prayer	5:30a Men's Bas	Student Ministri	Student M
...

Go to printer friendly format

Subscribe to church-wide calendar



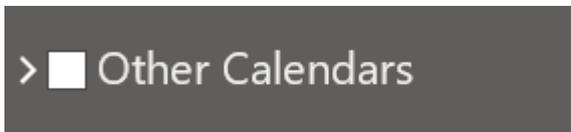
Microsoft Outlook ×

 **Add this Internet Calendar to Outlook and subscribe to updates?**

http://gracelink.ccbchurch.com/churchwide_calendar.ics?strip_html=true

To configure this Internet Calendar, click Advanced.

This will add the calendar under your *Other Calendar* calendar group (by default). Of course you can organize this to however you want it.



Rooms and Resources

On the events page, click on the Room and Resources tab. If you are looking for a room, click on Room. This brings up all the rooms at your selected Campus. If you are looking for a particular resource click on Resources. This brings up all the rooms at your selected Campus. Click on the specific room/resource you are looking for, and on the next page that loads up click on the Actions dropdown menu and click on *Subscribe to this resource's calendar*.

Grouping: Bath Office
Campus: Grace Ohio - Bath [Change...](#)
Approval Groups: [Event Approvals - Grace Church - Bath](#)
Settings: Allow Conflicts: *No*, Allow Layout: *No*, Notify Approval Group Leaders When Requested: *Yes*

- Edit this room
- Delete this room
- Subscribe to this resource's calendar**

USAGE QUESTIONS (0)

 **Calendar** ▾

June 2021						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TUESDAY, JUNE 22, 2021

There are no events using this room on Jun 22

Outlook will try to add the GraceLink calendar.

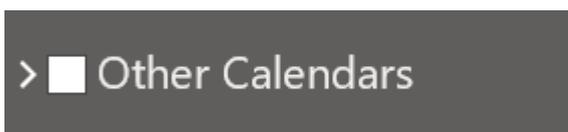
Microsoft Outlook ✕

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This will add the calendar under your *Other Calendar* calendar group (by default). Of course you can organize this to however you want it.



Revision #6

Created 9 June 2021 14:21:25 by John Fahringer

Updated 22 June 2021 17:59:04 by John Fahringer