

# Add GraceLink - Personal Calendar to Outlook

By looking in GraceLink, you can easily access to all the events that are relevant to you, your GraceLink groups and ministries by going to the Calendar page. Under your campus, open up Events. Under the Calendar tab, mouse down to the drop down menu on the right side and expand it to select *Personal Calendar*.

The screenshot shows the GraceLink web application interface for 'Grace Ohio - Bath'. The left sidebar contains navigation links: Home, People, Groups, Events (highlighted with a red circle), Check-In, Schedules & Plans, My Giving, Forms, Communication, and Reports & Metrics. The main content area is titled 'Events' and has tabs for CALENDAR (highlighted with a red circle), ATTENDANCE, ROOMS & RESOURCES, and APPROVE EVENTS. Below the tabs is a blue banner with the text 'Create and Manage Events Here.' and a 'LEARN MORE' button. To the right of the banner is a video player showing a quick overview of events. Below the banner is a 'CREATE AN EVENT' button. The 'CALENDAR' section shows a calendar for August 2022. The calendar grid displays events for each day, including 'Collective LA M', 'Bible Camp', and 'Sports Day Cam'. On the right side of the calendar, there is a dropdown menu for selecting a calendar. The dropdown menu is open, showing options: 'Admin Calendar', 'Personal Calendar' (highlighted with a red circle and a red arrow), and 'Admin Calendar'. Below the dropdown menu are radio buttons for 'Campus-wide Calendar' and 'Public Calendar'.

Grace Ohio - Bath

Search name, phone or email

Home People Groups **Events** Check-In Schedules & Plans My Giving Forms Communication Reports & Metrics

Events

**CALENDAR** ATTENDANCE ROOMS & RESOURCES APPROVE EVENTS

Create and Manage Events Here.

Whatever your event, you can organize it in Church Community Builder. Fill out the details, reserve church rooms and resources, send out invitations and track RSVPs, and keep your group calendar up to date.

LEARN MORE

Don't show this again

CREATE AN EVENT

CALENDAR

< > August 2022

Live Search

Admin Calendar **Personal Calendar** Admin Calendar

☐ Campus-wide Calendar ☐ Public Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Collective LA M Sports Day Cam	1 Bible Camp Collective LA M	2 Bible Camp Collective LA M	3 Bible Camp Collective LA M	4 Bible Camp Collective LA M	5 Bible Camp Collective LA M	6 Collective LA M Off Campus Eve

The calendar will reload and you will be able to see events related to you.

## CALENDAR

[<](#)
[>](#)
August 2022 ▾

Personal Calendar ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Collective LA Missi 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon ...	1 Collective LA Missi 6p Collective Life Gi 7:30p Collective Life	2 Collective LA Missi	3 Collective LA Missi	4 Collective LA Missi 7:30a Facility Reque 7p Collective	5 Collective LA Missi 7:30a Facility Reque	6 Collective LA Missi 4p Hold meeting Ro 5p Volunteer 6:45p Volunteer
7 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon 11a Volunteer ...	8	9	10	11 7p Collective	12 Collective Leader's	13 Collective Leader's 9a Collective Board 4p Hold meeting Ro 5p Volunteer
14 Collective Leader's 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon ...	15	16	17	18 7p Collective	19	20 4p Hold meeting Ro 5p Volunteer 6:45p Volunteer
21 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon 11a Volunteer ...	22	23	24	25 6:30p Young Profes 7p Collective	26 Ken Young Sabbatic Prayer for Sabbatic	27 4p Hold meeting Ro 5p Volunteer 6:45p Volunteer
28 9a Hold meeting Ro 9a Volunteer 9a Volunteer @ Mon 11a Volunteer ...	29	30	31 10:30a Bath Campu	1 7p Collective	2	3 4p Hold meeting Ro

**CALENDARS**

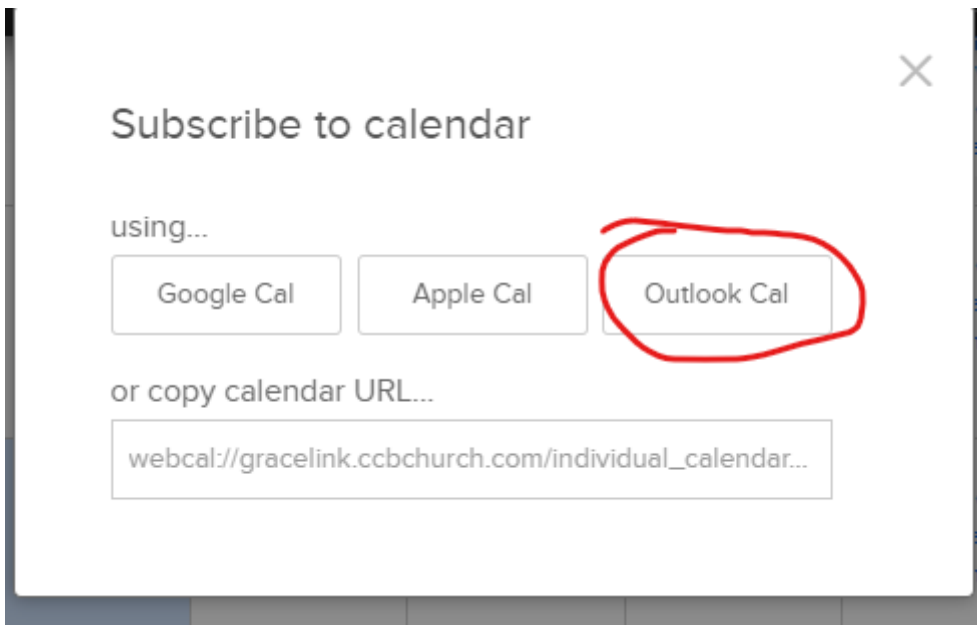
- ☒ My Calendar
- ☐ Campus-wide Calendar

You also have the option to look at the Campus-wide Calendar, or, if you have privileges, the Administrative Calendar and view either the Admin Campus-wide, Admin Public, Admin Facilities, or All Events Admin Calendars. These may include other events on top of the "Personal - Your Calendar".

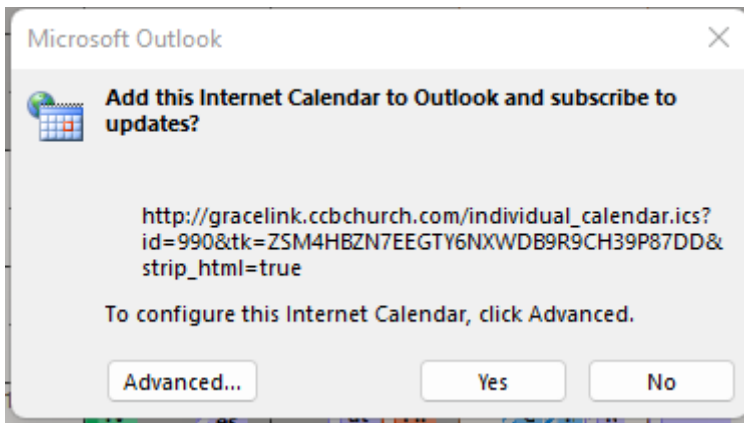
We can also add a calendar ICS of this directly to Outlook. Below the calendar you have the option to click to to "Subscribe to my calendar"

9a Volunteer 9a Volunteer @ Mo 11a Volunteer ...				7p Collective	Prayer for Sabbatic	5p Volunteer 6:45p Volunteer
28 9a Hold meeting R 9a Volunteer 9a Volunteer @ Mo 11a Volunteer ...	29	30	31 10:30a Bath Campu	1 7p Collective	2	3 4p Hold meeting R

[Go to printer friendly format](#)  
[Subscribe to my calendar](#)



Once you allow Outlook to open, this will come up



You may want to open Advanced settings to change a few preference related settings, like naming the calendar in Outlook. By default it will name the calendar: *Personal Calendar for Full Name* . Here I rename it to *Personal GraceLink Calendar* to help me recognize it is an internet calendar from Gracelink. I also personally checked *Download attachments for items in this Internet Calendar* incase there are attachments I want to look at.

Subscription Options

Use the choices below to configure options for this Internet Calendar.

**General**

Folder Name: Personal GraceLink Calendar

Internet Calendar: Personal Calendar for John Fahringer

Location: [http://gracelink.ccbchurch.com/individual\\_calendar.ics?id=990&tk=ZSM4HBZN7EEGT6NXWDB9R9CH39P87DD&strip\\_html=true](http://gracelink.ccbchurch.com/individual_calendar.ics?id=990&tk=ZSM4HBZN7EEGT6NXWDB9R9CH39P87DD&strip_html=true)

Description: ICS - Personal Calendar subscribed from GraceLink -

☒ Display this calendar on other computers with the account: jfahringer@graceohio.org

**Attachments**

☒ Download attachments for items in this Internet Calendar

**Update Limit**

☒ Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.

Current provider limit: Not published.

OK Cancel

Hit Okay and Ok. Now it will show up as an individual Calendar under *Other Calendars* group in Outlook!

Outlook interface showing the calendar view for August 21 - 27, 2022. The left sidebar shows the "My Calendars" list, where "Personal GraceLink Calendar" is highlighted with a red arrow. The main calendar view displays events for the week, including "Montrose Auditorium Tear down", "Young Professional Discipleship Meetings", "Collective Volunteer Room", and "Hold meeting Room 1".

**My Calendars**

- Calendar - Grace IT Service Emails
- Calendar - Fahringer@graceohio.org
- Calendar - Kevin Root - Archived
- Calendar - PK Roku
- Calendar - Grace Church Zoom
- Calendar - Licensing Emails
- Birthdays
- United States holidays
- ☒ Personal GraceLink Calendar
- Build Momentum

**Other Calendars**

- Office Meeting Rooms
- Bath Zoom Rooms

**Calendar View: August 21 - 27, 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27
11 AM: Volunteer					Ken Young Sabbatical Prayer for Sabbatical Prayer...	
12 PM: Montrose Auditorium Tear down						
1 PM: Montrose Auditorium (Grace Ohio - Bath), 565 S. Cleveland Massillon Rd.						
2 PM:						
3 PM:						
4 PM:						
5 PM:						Hold meeting Room 1 Ghent Meeting Room 1 (Grace Ohio - Bath), 754 Ghent Road, Akron, Ohio 44333
6 PM:						Volunteer
7 PM:						Volunteer
8 PM:						

Tasks: 22 Active tasks, 6 Completed tasks

Revision #1

Created 23 August 2022 18:51:25 by John Fahringer

Updated 23 August 2022 19:26:04 by John Fahringer