

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 interface for 'Grace Ohio - Bath'. The left sidebar contains a navigation menu with items: Home, People, Groups, Events (circled in red), Check-In, Schedules & Plans, My Giving, Forms, Communication, and Reports & Metrics. The main content area is titled 'Events' and has tabs for 'CALENDAR' (circled in red), '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. Below the banner is a calendar view for August 2022. The calendar grid shows events for each day, such as 'Collective LA M' and 'Bible Camp'. On the right side of the calendar view, there is a dropdown menu with options: 'Admin Calendar' (circled in red), 'Personal Calendar' (circled in red and highlighted with a red arrow), and 'Admin Calendar'. Below the dropdown menu are radio buttons for 'Campus-wide Calendar' and 'Public Calendar'.

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

CALENDAR

< > August 2022 ▾
 🔍
📄 ▾
Live Search
🔍
Personal Calendar ▾

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

CALENDARS

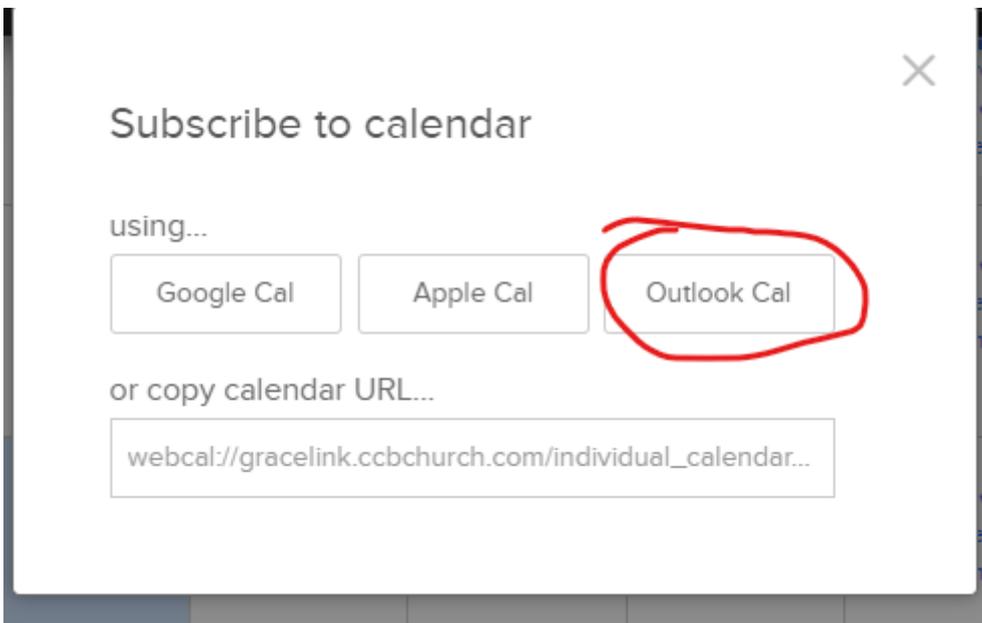
- My Calendar
- Campus-wide Calendar

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 ontop of the "Personal - Your Calendar".

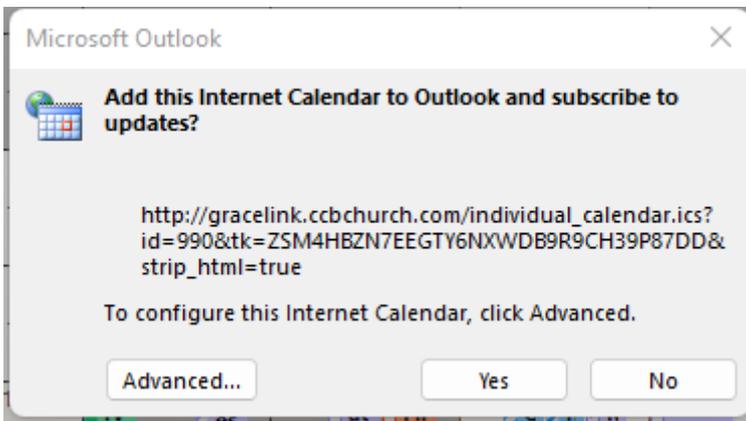
We can also add a calendar ICS of this directly to Outlook. Below the calendar you have the option to click to "Subscribe to my calendar"

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

Internet Calendar: Personal Calendar for John Fahringer

Location: http://gracelink.ccbchurch.com/individual_calendar.ics?id=990&tk=ZSM4HBZN7EEGT6NWXWDB9R9CH39P87DD&strip_html=true

Description:

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.

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

The screenshot shows the Outlook calendar interface for August 21-27, 2022. The left sidebar shows a list of calendars under 'My Calendars' and 'Other Calendars'. The 'Personal GraceLink Calendar' is highlighted in green under the 'Other Calendars' group, with a red arrow pointing to it. The main calendar view shows a weekly grid with various events, including 'Volunteer' events, 'Montrose Auditorium Tear down', 'Young Professional Discipleship Meetings', and 'Hold meeting Room 1'.

Revision #1

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

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