

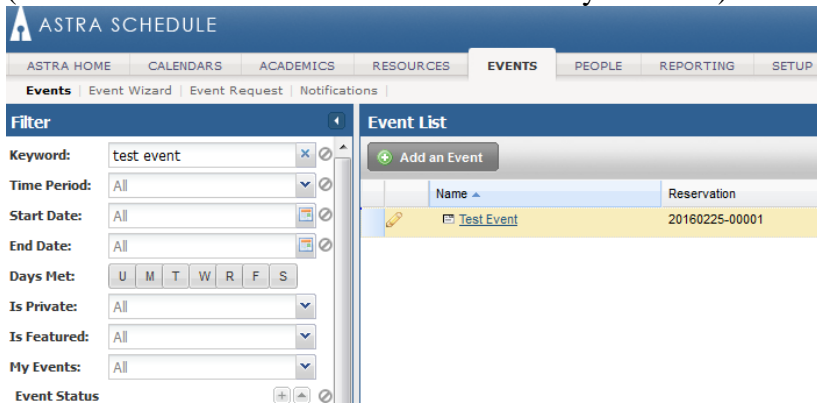
Export an Event to your Outlook Calendar

Astra has the ability to export your event created in Astra to your Outlook calendar. You can also use this feature to schedule the event/meeting with others in Outlook. (**Please note that if you make a change to your event in AdAstra, it does not automatically update your Outlook Event).

To export the event to Outlook, there are two ways to do so: Through the events tab or from the scheduling grid.

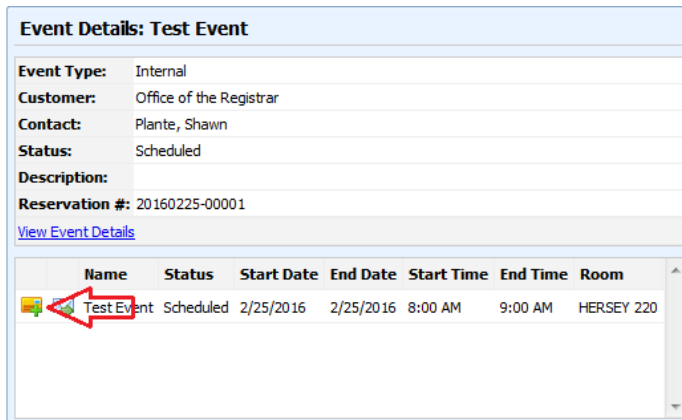
Events Tab

To export your event from the events tab, navigate to the event list and search for your event (utilize the filter on the left hand side to find your event).



The screenshot shows the Astra Schedule interface. The top navigation bar includes 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', 'EVENTS', 'PEOPLE', 'REPORTING', and 'SETUP'. The 'EVENTS' tab is active. Below the navigation bar, there are links for 'Events', 'Event Wizard', 'Event Request', and 'Notifications'. On the left, a 'Filter' panel allows searching for 'test event' with various criteria like 'Time Period', 'Start Date', 'End Date', 'Days Met', 'Is Private', 'Is Featured', and 'My Events'. The 'Event List' on the right shows a table with columns for 'Name' and 'Reservation'. One event is listed: 'Test Event' with reservation number '20160225-00001'. A yellow 'Add to Calendar' icon is visible next to the event name.

Once you find your event, hover over the postcard until the information box appears. From here, click the Yellow Add to Calendar Icon.



The screenshot shows the 'Event Details: Test Event' box. It contains the following information:

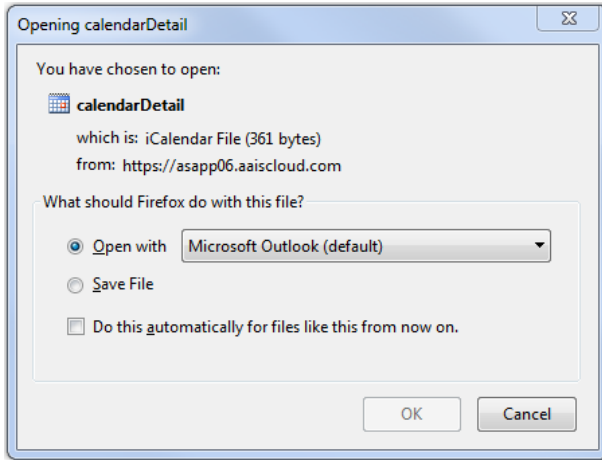
- Event Type:** Internal
- Customer:** Office of the Registrar
- Contact:** Plante, Shawn
- Status:** Scheduled
- Description:**
- Reservation #:** 20160225-00001

Below the details is a 'View Event Details' link. At the bottom, there is a table with the following data:

Name	Status	Start Date	End Date	Start Time	End Time	Room
Test Event	Scheduled	2/25/2016	2/25/2016	8:00 AM	9:00 AM	HERSEY 220

A red arrow points to the 'Test Event' name in the table, which is highlighted with a yellow background.

This will open a CalendarDetail box.



Click Ok. This will automatically pop open an Appointment Box in Outlook. From here, you can add directly to your calendar or utilize the scheduling assistant to add attendees. You can also write in any notes in the body of the appointment. (As the creator of the appointment, if changes are made to your event in AdAstra, you HAVE to make the changes to your appointment as well in order for attendees to see this change).

Scheduling Grid

On the scheduling grid, navigate to the event you want to add to your Outlook Calendar.

When you find the event, hover over the event to open the Event Info Box.

Event Details: Test Event

Event Type: Internal
Customer: Office of the Registrar
Contact: Plante, Shawn
Status: Scheduled
Description:
Reservation #: 20160225-00001
[View Event Details](#)


Name	Status	Start Date	End Date	Start Time	End Time	Room
Test Event	Scheduled	2/25/2016	2/25/2016	8:00 AM	9:00 AM	HERSEY 220

From here, click the Yellow Add to Calendar Icon.

Event Details: Test Event

Event Type: Internal
Customer: Office of the Registrar
Contact: Plante, Shawn
Status: Scheduled
Description:
Reservation #: 20160225-00001


[View Event Details](#)

Name	Status	Start Date	End Date	Start Time	End Time	Room
 Test Event	Scheduled	2/25/2016	2/25/2016	8:00 AM	9:00 AM	HERSEY 220

This will open a CalendarDetail box.

Opening calendarDetail

You have chosen to open:

 **calendarDetail**
which is: iCalendar File (361 bytes)
from: https://asapp06.aaiscloud.com

What should Firefox do with this file?

Open with Microsoft Outlook (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Click Ok. This will automatically pop open an Appointment Box in Outlook. From here, you can add directly to your calendar or utilize the scheduling assistant to add attendees. You can also write in any notes in the body of the appointment. (As the creator of the appointment, if changes are made to your event in AdAstra, you HAVE to make the changes to your appointment as well in order for attendees to see this change).