

Calendar integration

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What is Calendar Integration?

Calendar Integration is a feature within the Toolkit where you can view holidays on a web mail or email client's calendar. It can be turned on via **Setup & Admin**.

I can't see Calendar Integration in Setup & Admin

If you can't see Calendar Integration in the Setup & Admin list, it is likely that it hasn't been enabled.

Contact support@myhrtoolkit.com with your organisation name and request for this to be enabled.

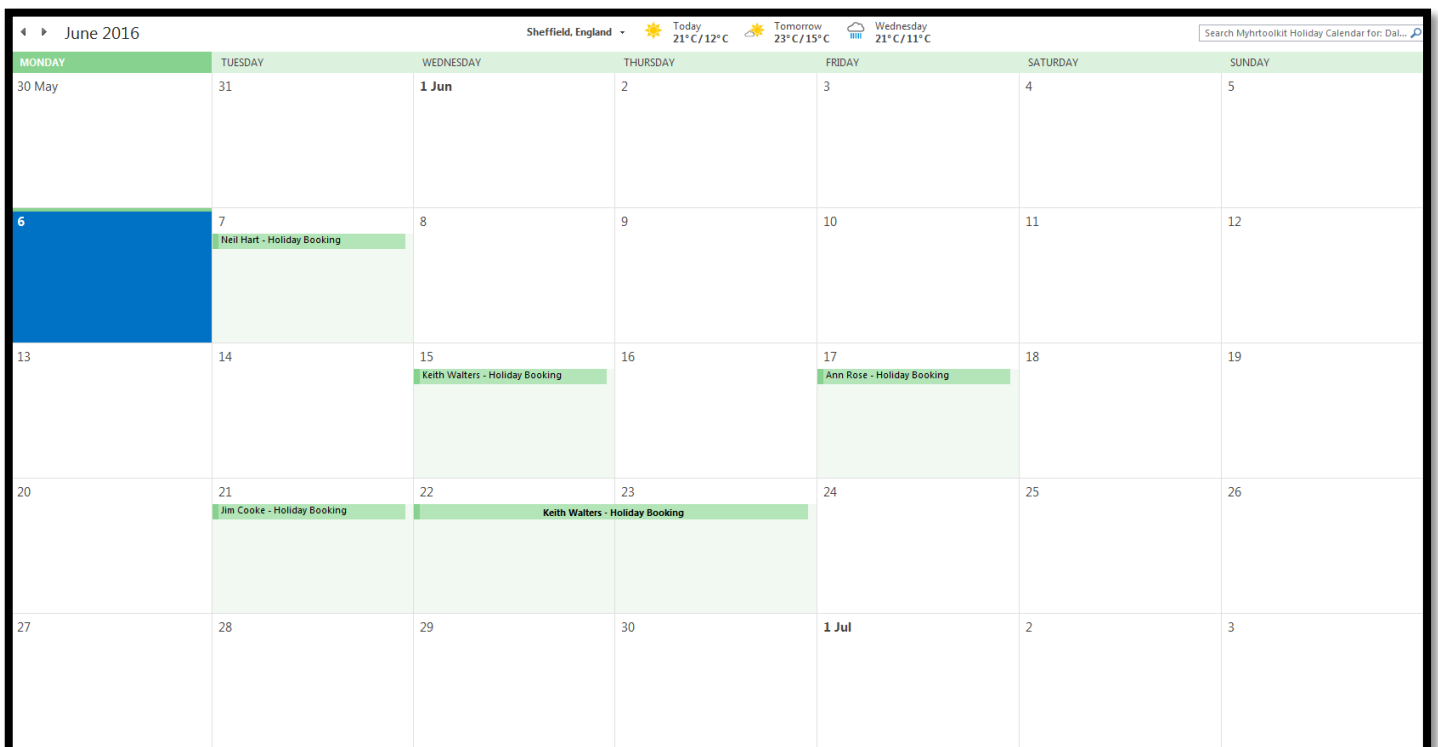
When we have enabled this, we will send you a confirmation email to let you know.

Will employees be able to see everyone's holidays?

No. Employee's will only see the users they can already see in the Toolkit's holiday chart.

Controllers can change what employees can see by going to **Setup & Admin > Access to holiday chart**.

Here's what the Integration looks like in Outlook 2016




The screenshot shows an Outlook 2016 calendar for June 2016. The calendar is displayed in a grid format with columns for each day of the week (Monday to Sunday) and rows for each week. The calendar shows several holiday bookings for various employees, indicated by green bars with text labels. The bookings are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 May	31	1 Jun	2	3	4	5
6	7 Neil Hart - Holiday Booking	8	9	10	11	12
13	14	15 Keith Walters - Holiday Booking	16	17 Ann Rose - Holiday Booking	18	19
20	21 Jim Cooke - Holiday Booking	22 Keith Walters - Holiday Booking	23 Keith Walters - Holiday Booking	24	25	26
27	28	29	30	1 Jul	2	3

How to enable Calendar Integration

Go to **setup & admin > calendar integration** and select **Enable Outlook Integration for all employees**. *Note: When this is turned on, everyone will receive an email detailing that this has been enabled.*

[Settings](#) [Support](#) [T & C](#) [Logout](#)



myhome

management

employee files

setup & admin

[setup and admin](#) > [access to attendance chart](#)

Calendar Integration Options

[Return to setup and admin](#)

You can choose to create a calendar which can be viewed through your calendar application.

If you tick the box below, you and all the employees will receive an email confirming that the feature has been turned on. Further instructions on how to view the calendar will be given to each employee in the message board, and on a [downloadable instructions sheet](#).

Note that to use this system, each employee will need to cut and paste a link into their calendar. Before you press submit therefore, it might be a good idea to take a look at the [instructions sheet](#), and then to email the employees to tell them to expect an email from the system.

There is no need for you to send the employees any generic instructions as they will all get access to the instructions sheet, but you may want to clarify certain points or deal with specific issue in your business.

IMPORTANT NOTE: you / your employees will only be able to access and use this calendar feature in MS Outlook if they are running version 2007 or later.

Enable Outlook Integration for all employees

(Note: Once you've enabled Calendar integration you'll need to contact technical support in order to disable it)

How to generate a new link

Go to **myhome > holidays > calendar integration options** and click on **Reset my calendar link** near the bottom of the page.

The screenshot shows the myhrtoolkit user interface. At the top right, there are links for Settings, Support, T & C, and Logout. Below these are navigation buttons for myhome, management, employee files, and setup & admin. The main navigation bar includes icons for message board, my file, holidays, absence, comms, document library, appraisals, my tasks, training, disciplinary record, hours, and employee directory. A secondary menu below this highlights 'calendar integration options' among other options like holiday summary, holiday chart, book holiday dates, outstanding holiday requests, TOIL, and a play button. A help icon is also visible.

My Calendar Integration link

If calendar integration is turned on you will have been sent a link by email which needs to be pasted into calendar software. You can view the instructions sheet [here](#).

If you lose your calendar link you can get a new link below.

If you think that someone else might have access to your link, you should reset the email below.

[Reset my calendar link](#)

Although nothing appears to have happened, you should receive an email that contains a new link to your calendars. The new link must reference app.myhrtoolkit.com. If this is not the case, please raise a ticket by emailing support@myhrtoolkit.com giving as much information as you can.

*When you select the link you may be directed to an error page. If this is the case, **wait about 15 minutes** and then try again.*

The screenshot shows an email notification. It states: "Your link as is follows:" followed by a blue highlighted link: <https://app.myhrtoolkit.com/calendars>. Below the link, it says: "Note: you can always generate a new link by going to myhome / holidays / outlook link". At the bottom, it says: "This is an automated email, please do not reply to it."

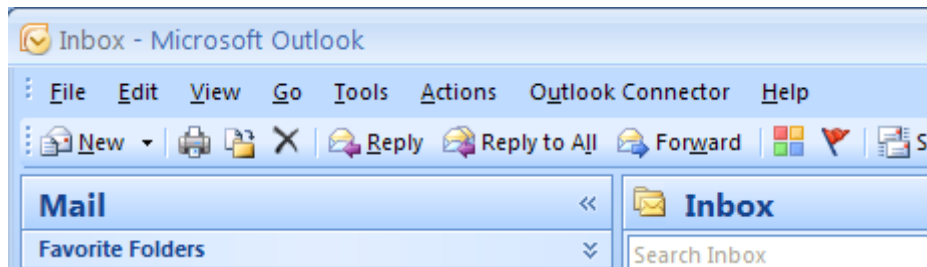
Setting up calendar integration in email clients

This section explains how you can setup calendar integration using the new URL's in Outlook 2007, 2010 and 2013, Outlook Web App, and Google Calendar.

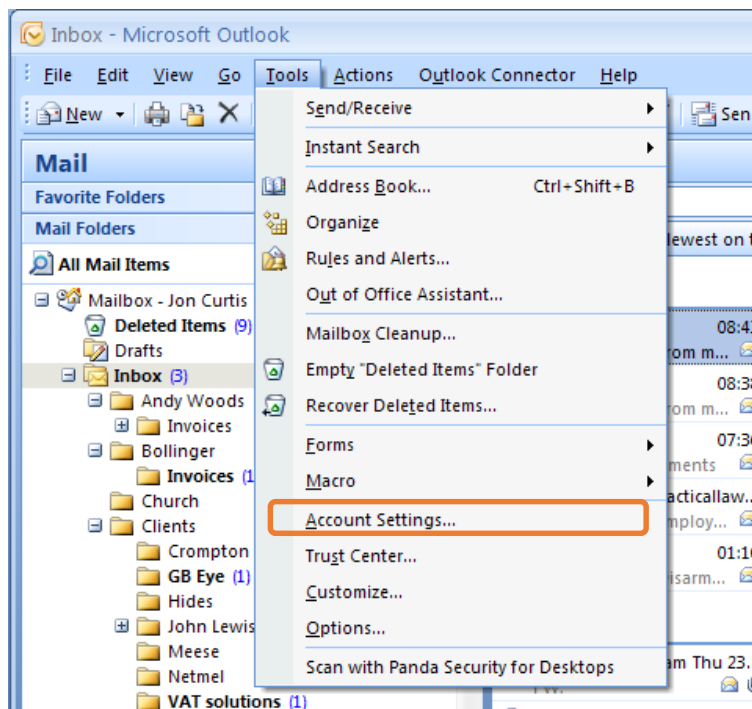
Before you start, copy the calendar link that was sent to you. To make sure no spaces have been padded in the copied text, it is better to right click on the link and select copy.

Outlook 2007

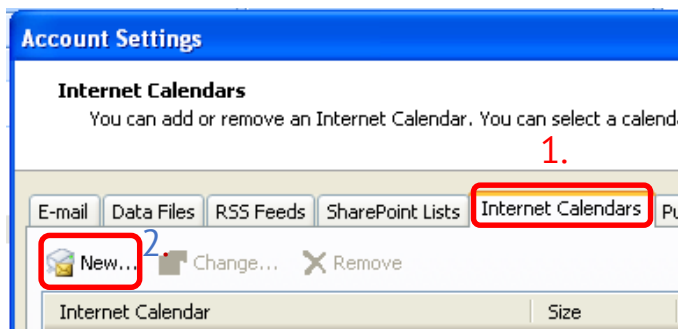
In Microsoft Outlook 2007, click on the **Tools** menu.



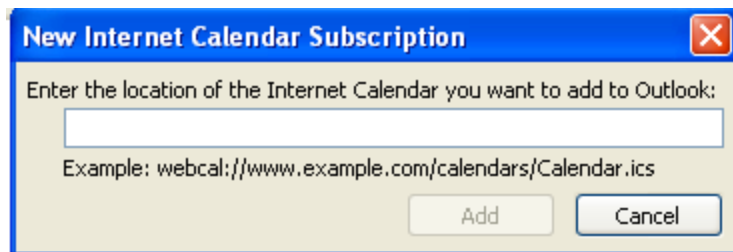
Click on **Account Settings**.



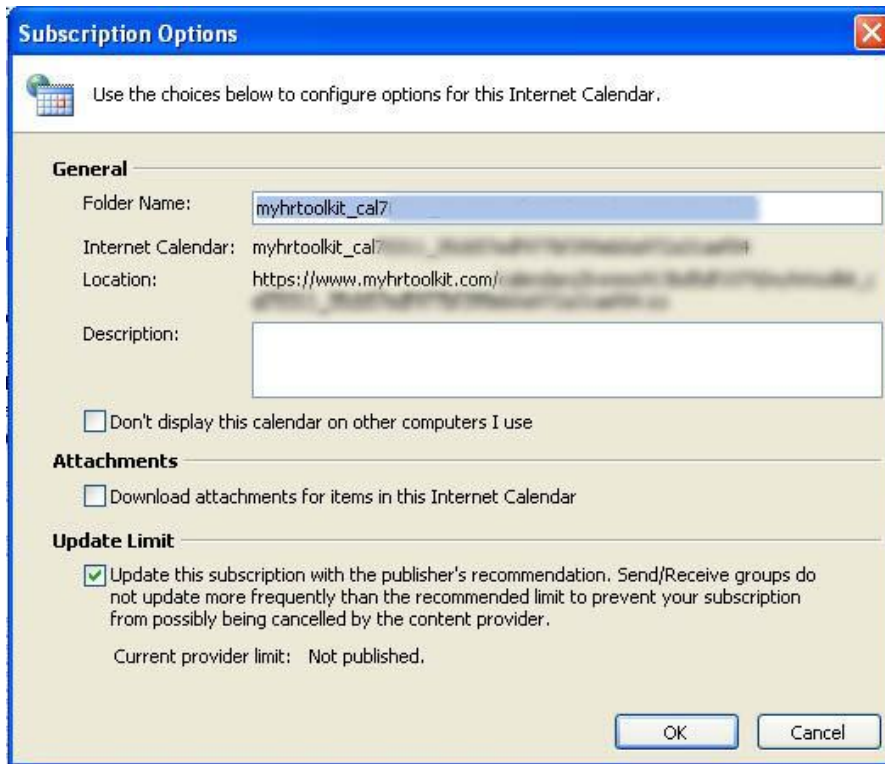
Click on the **Internet Calendars** tab and then select **New**.



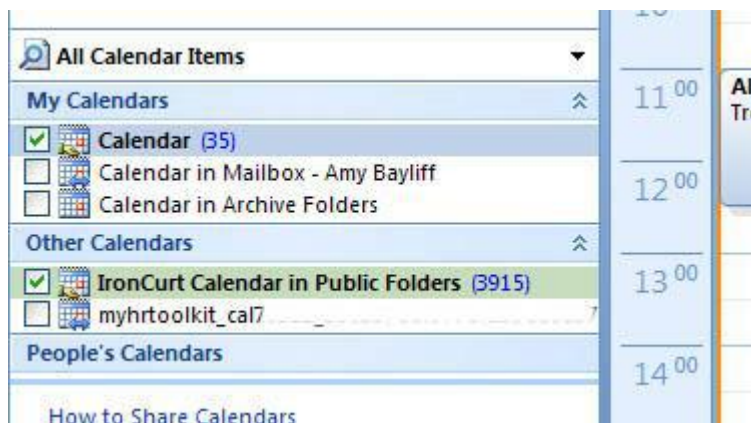
Paste the link that you copied from the email into the text box displayed and click on the **Add** button.



You **don't** need to change any settings in the "Subscription options" screen. Click on the **OK** button to complete the calendar integration setup.

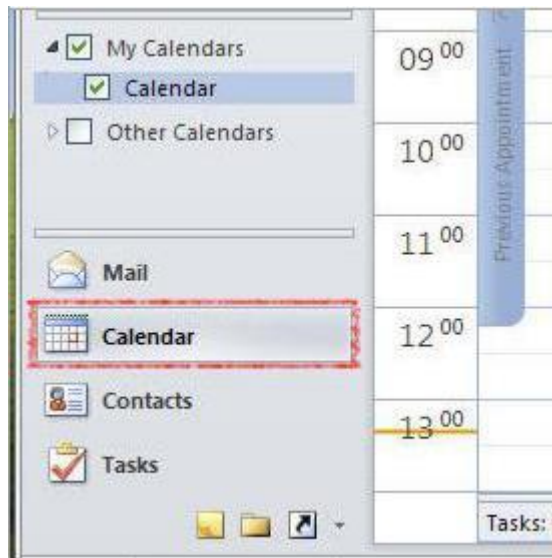


If everything went smoothly, you will now see your new calendar in the list of Outlook calendars. Activate the new calendar by putting a tick next to your calendar that starts **myhrtoolkit**.

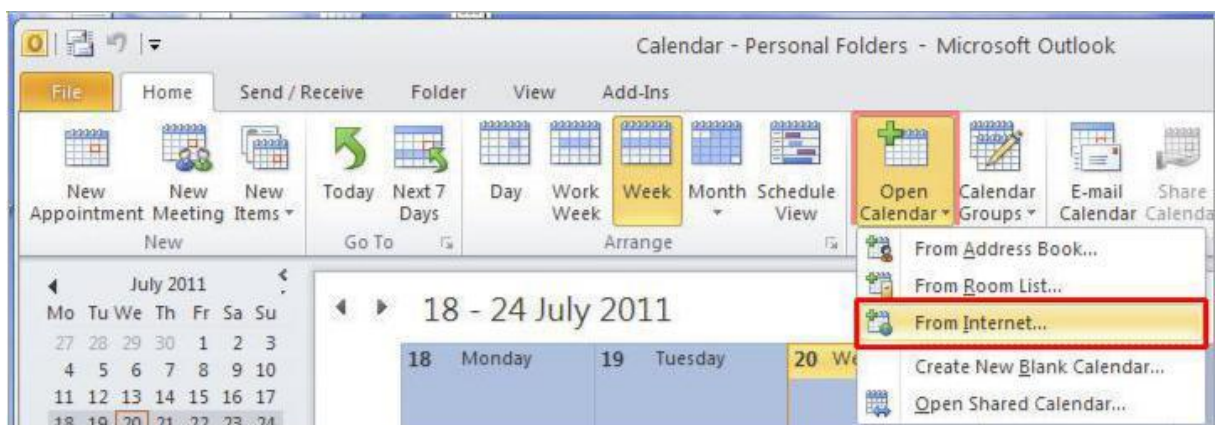


Outlook 2010

Open up Microsoft Outlook and click on the calendar button at the bottom right hand side of the screen:



In the 'Home' tab, find **Open Calendar** on the ribbon and click "From Internet..."



Paste the link that was sent to you via email and then click on OK to add the calendar.

If you receive an error, try again but make sure that there are no spaces at the end of the link that you've pasted and make sure that you haven't missed any characters off the end of the link. It's also possible that you're using an old link so make sure that you're using the newest version.

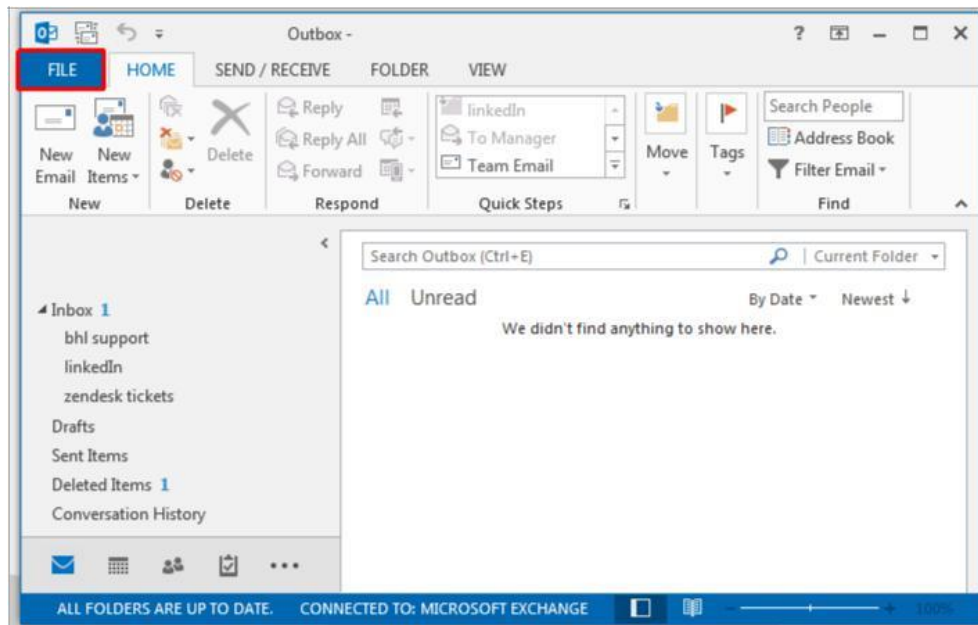
When you get a popup asking you to confirm that you want to subscribe to the calendar, click "Yes" to add myhrtoolkit calendar to your calendars.

Activate your calendar by putting a tick next to the myhrtoolkit calendar. From now on, whenever the holidays in myhrtoolkit change, this calendar should change automatically.

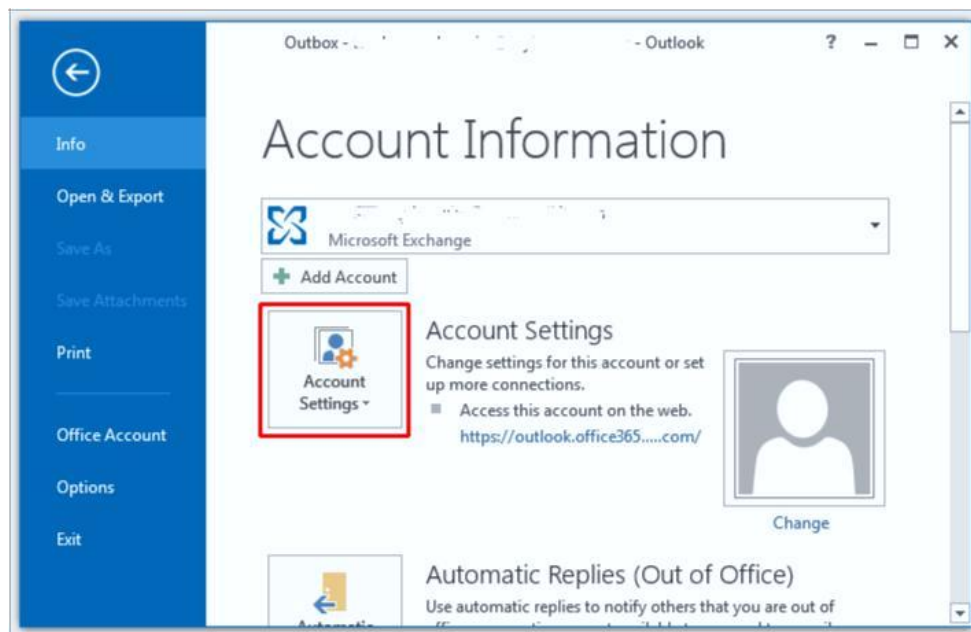
Now make sure that you have properly deleted the email that had your calendar link in it. If you ever need it again, you can request it from myhome / holidays / Outlook options.

Outlook 2013

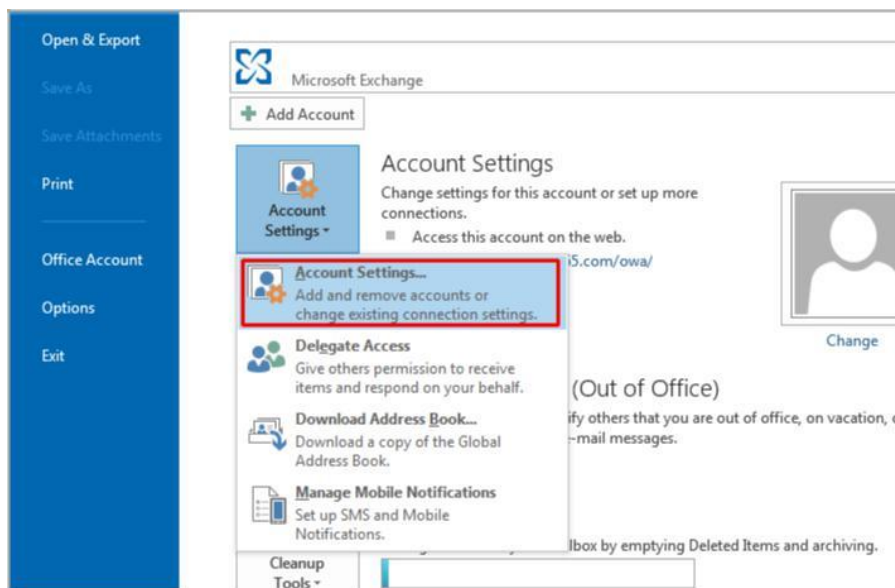
Click on **File** in the menu at the top



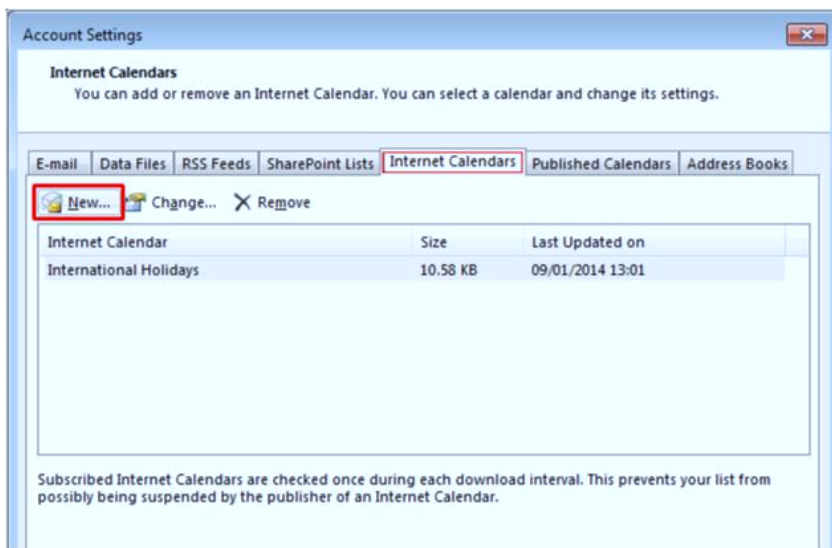
Click on **Account Settings**



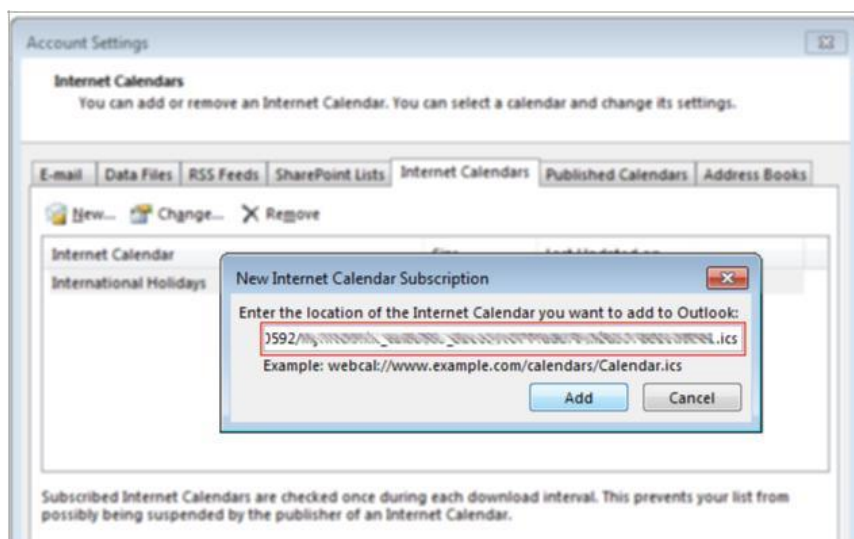
Click on the next **Account Settings** icon



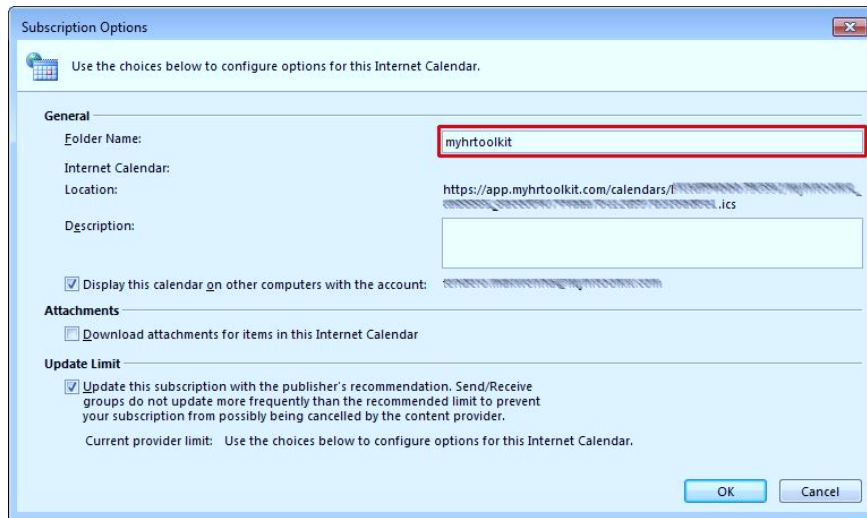
Click on **Internet calendars** then **New**.



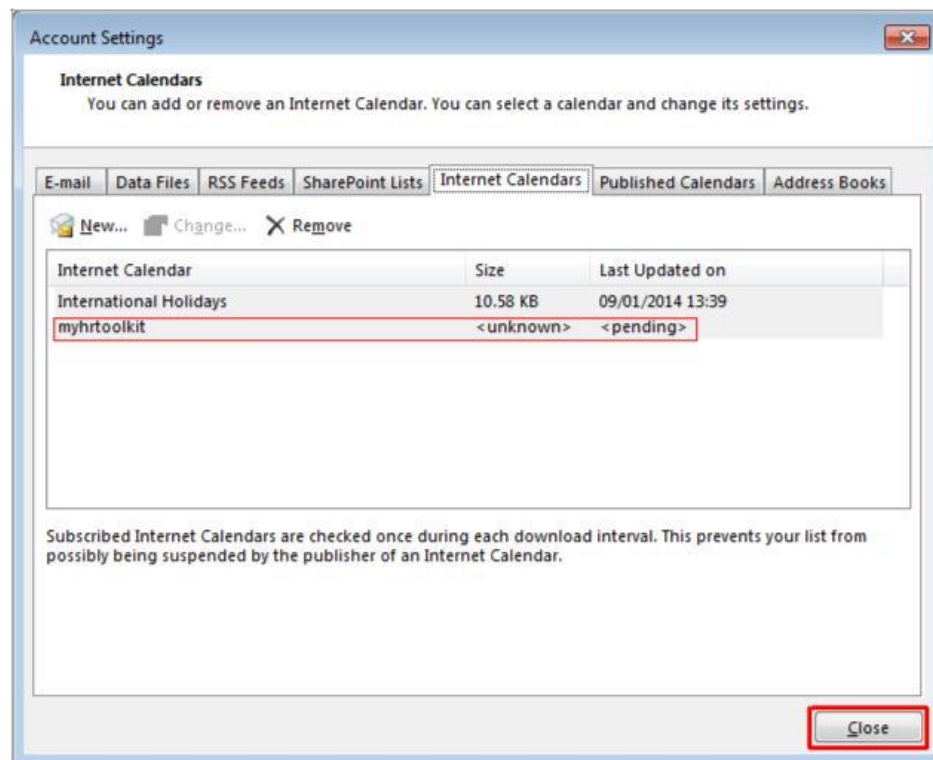
Paste the calendar link in the dialog box that comes up



Rename the folder name to something more descriptive and click OK when finished. I called mine myhrtoolkit

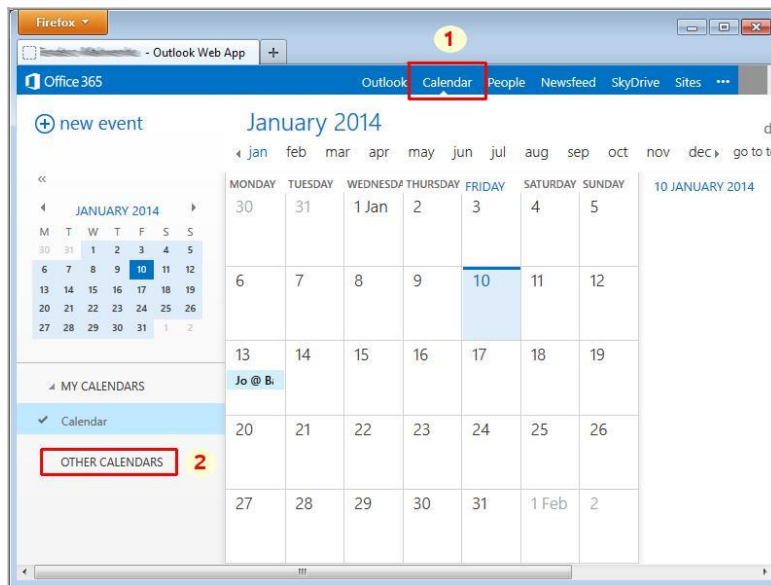


You should be able to see the new calendar listed among your other calendars. In my case, I can see a calendar called myhrtoolkit. Click close to view your new calendar.

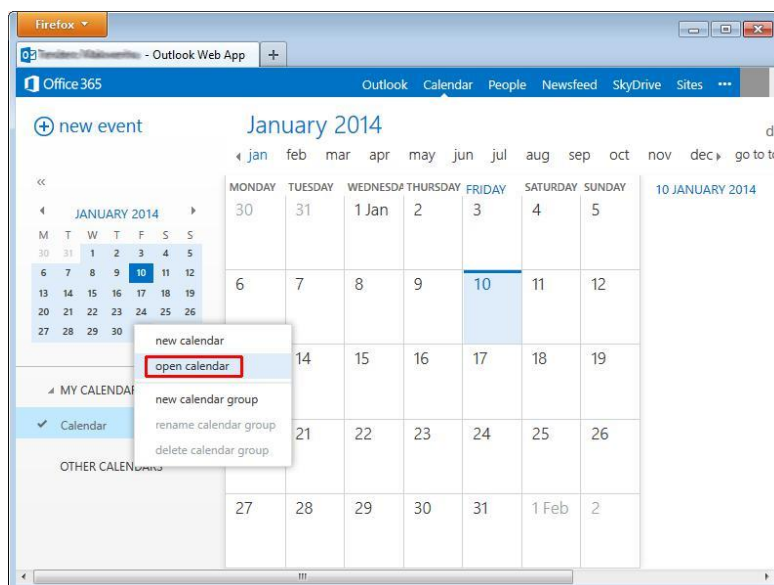


Outlook Web App

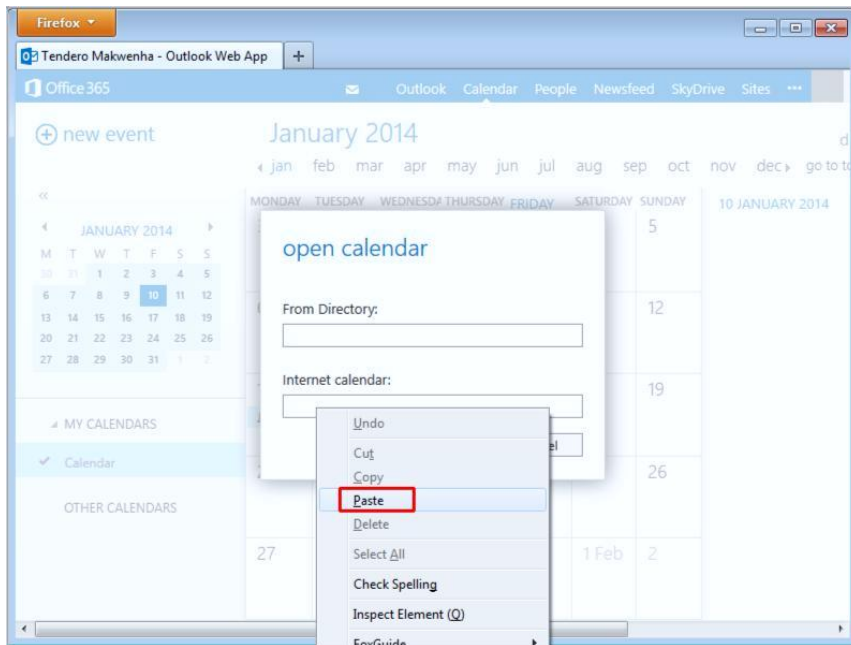
Click on **Calendar** menu to view your calendars. Click on **Other Calendars** to view third party calendars



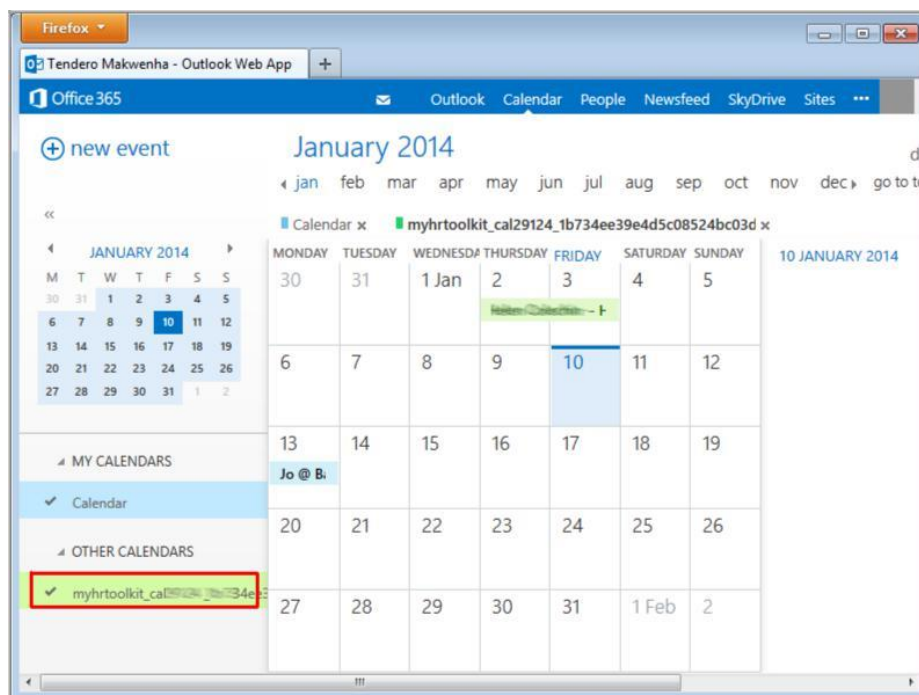
Right click on **Calendar** and then click on **Open calendar**.



Paste the calendar integration link into the Internet calendar textbox.
You can use the mouse or press CTRL+V in Windows to paste. Click Open after pasting the link.

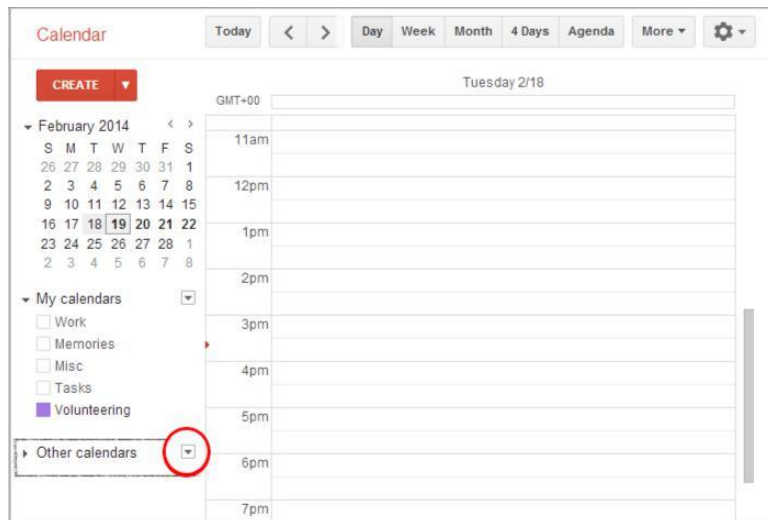


You should now see your calendar listed near the bottom of the screen.

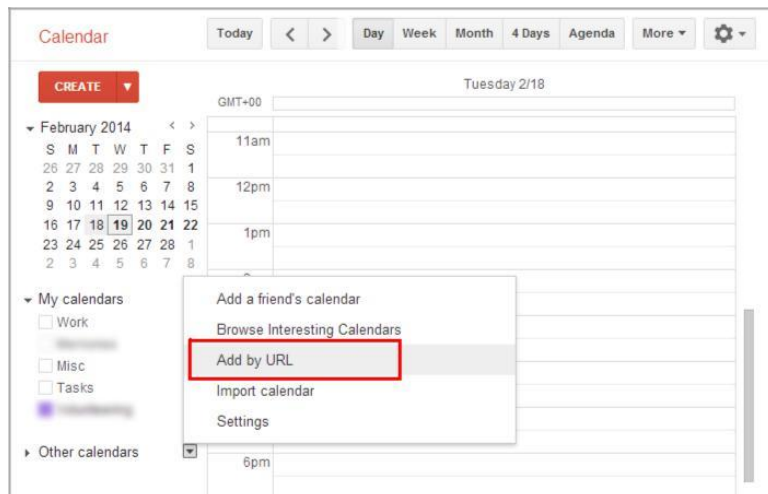


Google calendar

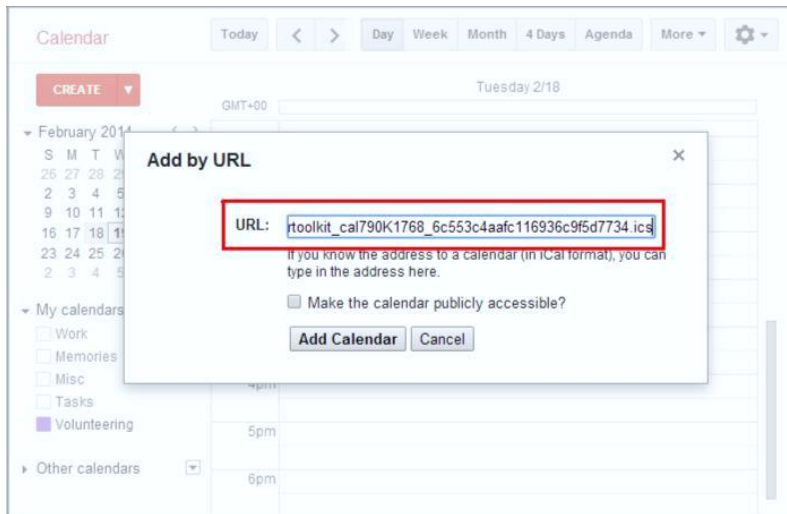
Click on the arrow next to **Other calendars**



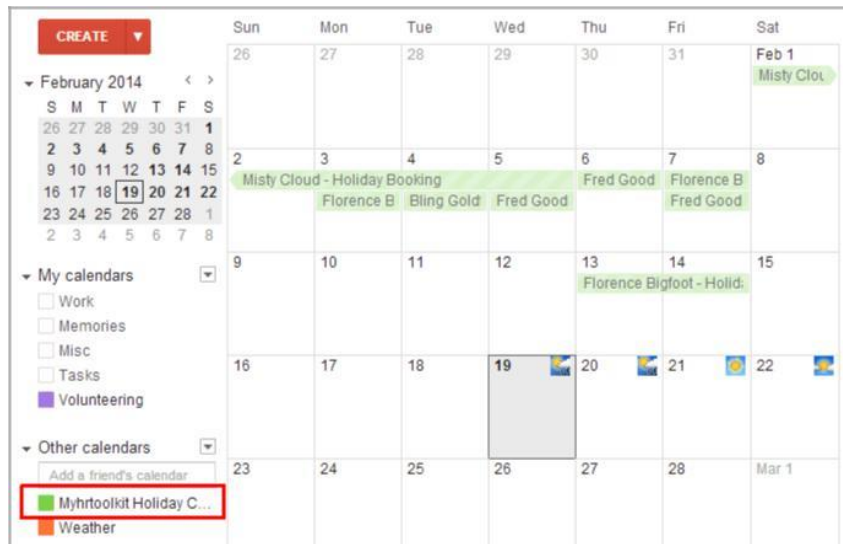
Click on **Add by URL**



Paste your calendar link in the URL text box.



If successful, your myrtoolkit calendar will be listed under Other calendars.

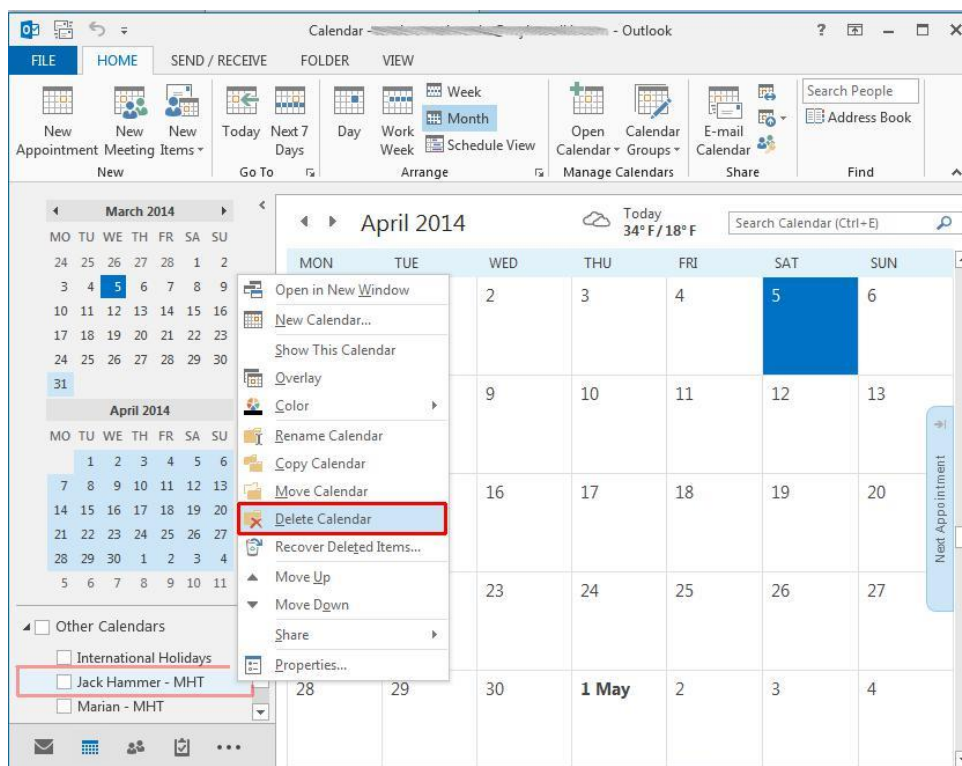


Removing old calendars from your email clients.

Before using the new calendar link, you need to delete the old links. The process is different for each email client. We explain how to do it in 3 popular email clients.

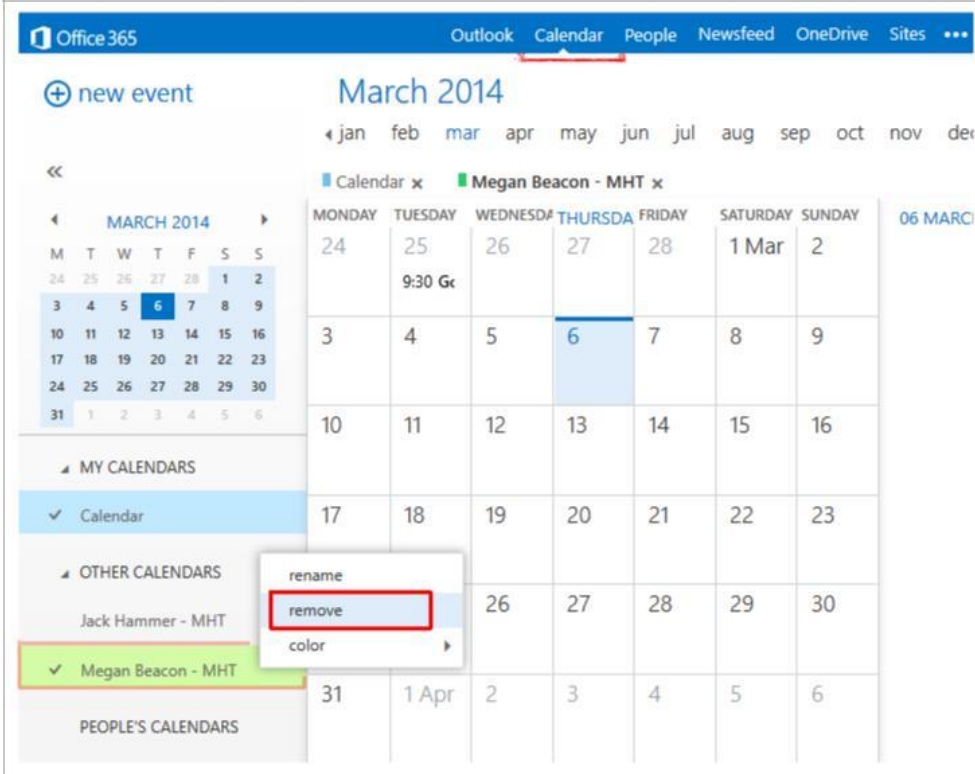
Outlook 2007, 2010 & 2013

Right click on the name of your calendar, then left click on **Delete Calendar**.



Outlook Web App

Click on the Calendar menu at the top to go to your calendars. Right click on the calendar that you would like to delete and click on **remove**.

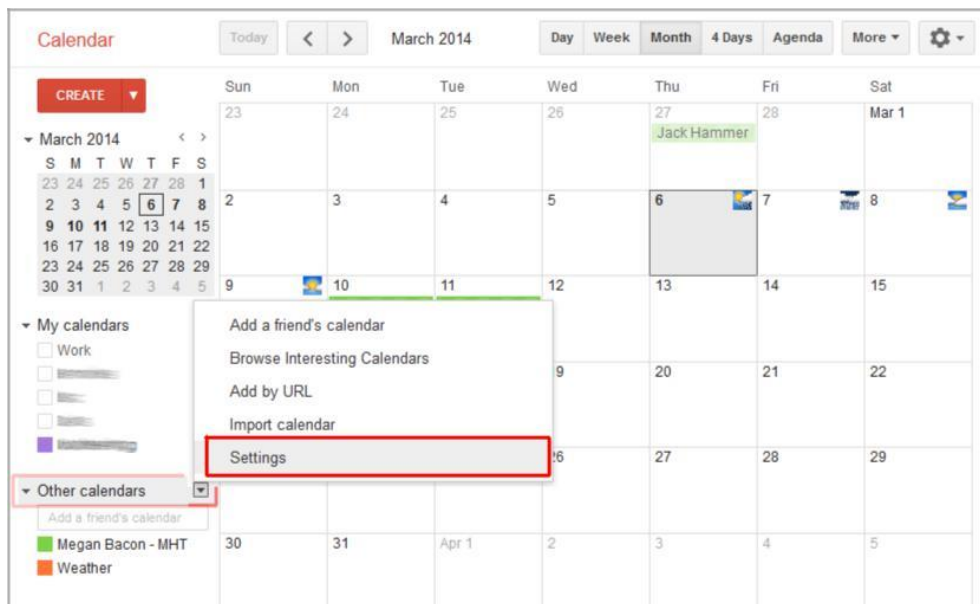


The screenshot shows the Outlook Web App interface. At the top, the navigation bar includes "Office 365" and "Outlook Calendar People Newsfeed OneDrive Sites". The "Calendar" menu is highlighted with a red underline. Below the navigation bar, the main content area displays "March 2014" and a calendar grid. On the left side, there is a sidebar with a "new event" button and a "MY CALENDARS" section. The "MY CALENDARS" section lists "Calendar" (checked) and "Megan Beacon - MHT" (checked). A context menu is open over the "Megan Beacon - MHT" calendar, showing options: "rename", "remove" (highlighted with a red box), and "color".

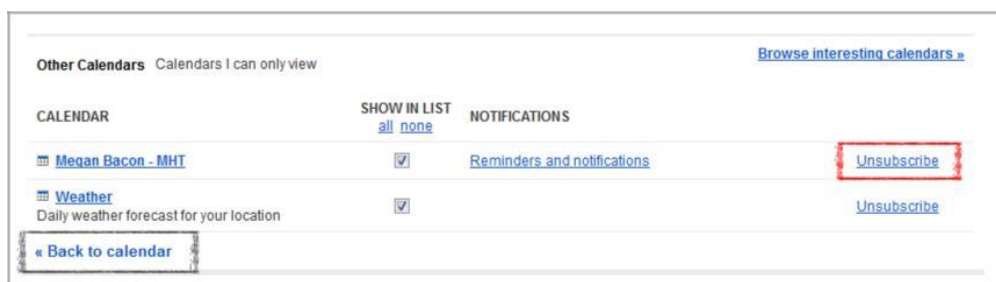
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
24	25 9:30 Gr	26	27	28	1 Mar	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1 Apr	2	3	4	5	6

Google Calendar

Click on the little down arrow key after **Other Calendars** near the bottom of the screen followed by Settings.



Find the calendar that you would like to delete and click on **Unsubscribe**.



Use the Back to calendar link to navigate away from the settings screen.