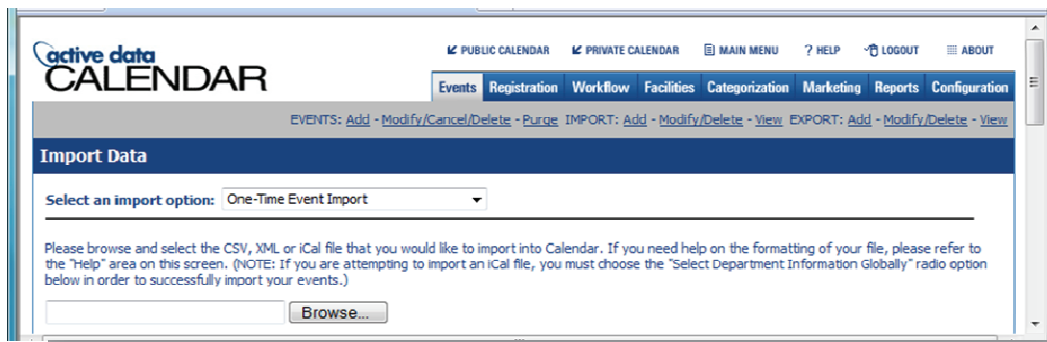### Overview

Active Data Calendar does not currently offer a direct integration piece with Microsoft Outlook in version 3.x, however this is being considered for future releases. In the interim, an explanation of how you can use Active Data Calendar 3.x and Outlook can be found below.
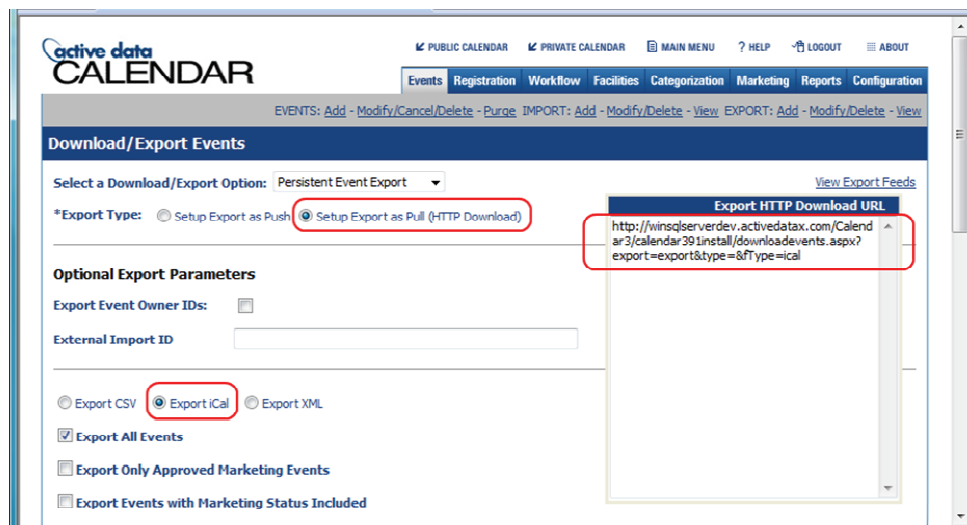
Importing Data into AD Calendar from Outlook

It is possible to get data into Outlook directly from AD Calendar in the form on a one time or persistent feed by usage of either iCal or RSS (Office 2007). Currently, you can log into the Calendar and go to *Events: Import: Add* and choose to do a one time upload from the drop down provided. The application will accept a one time import of iCal, CSV or XML and the formats that the data must be in are provided in various import tip sheets labeled by version number.
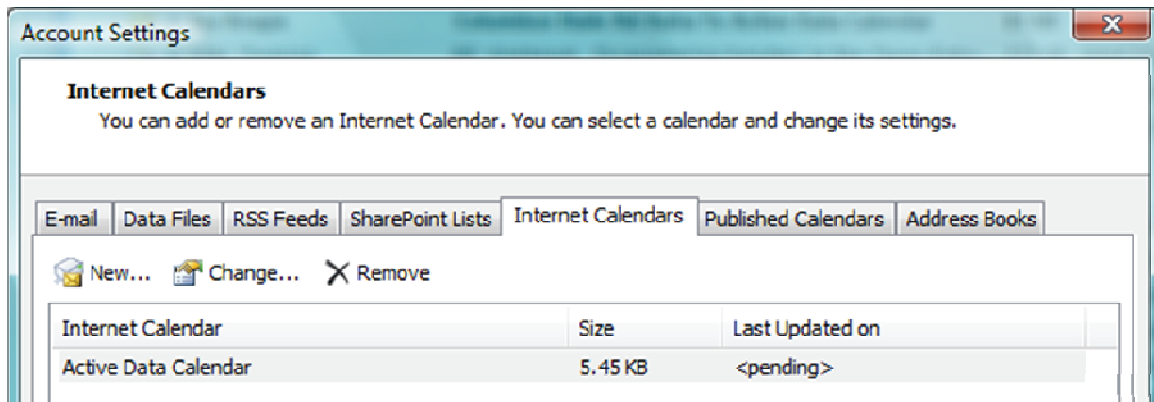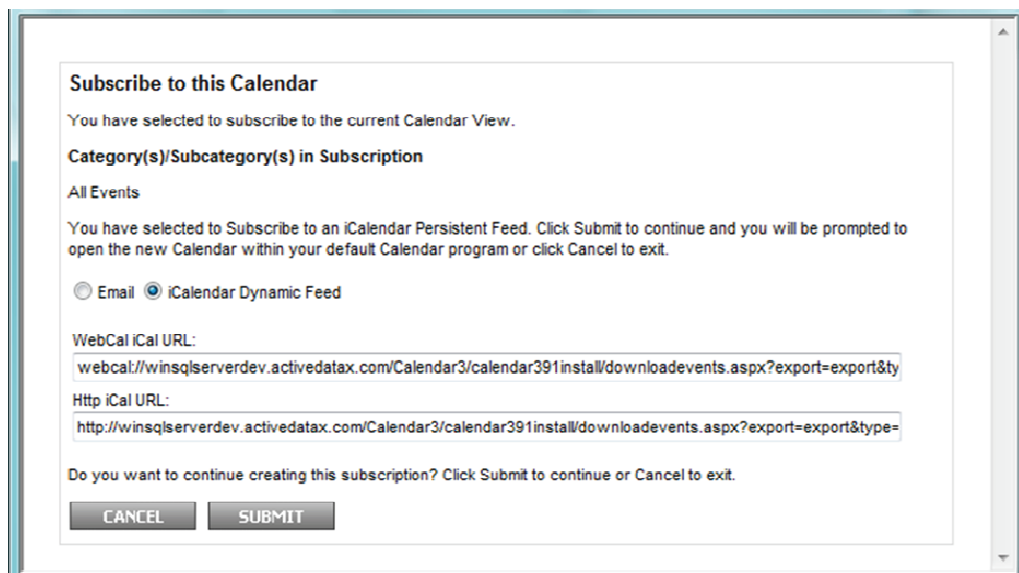

Exporting Data from AD Calendar into Outlook

Exporting data from AD Calendar can be done by going to *Events: Export: Add* and choose to do either a one time download or a persistent export. Each option will require you to choose the file type that you would like to export. For Outlook, you will want to choose the persistent export option and iCal as the file type. Persistent updates will allow that events stay in sync between AD Calendar and Outlook as changes, additions, and deletions, etc. are made to events in the criteria selected for the feed such as Category(s) and Location(s). By selecting the "Pull" option, a URL is generated to be used in Outlook.

To implement the URL in Outlook, go to _Tools: Account Settings: Internet Calendars_ (Office 2007) as seen below and choose "New…" and paste the URL provided by AD Calendar.

Other options with exporting data from AD Calendar into Outlook involves using the front end of the Calendar application and the "Subscribe" button in the upper right hand corner of all the searching pages. Currently, a web visitor can select and search for events based on a combination of Categories/Subcategories. Once the search is produced, clicking the "Subscribe" icon will show the following screen.

If the radio button for "iCalendar Dynamic Feed" is selected and the "SUBMIT" button is clicked, the default mail program will open up with the feed. If Outlook is setup as the default mail client, it will prompt the user with a dialogue window to add the feed to Outlook. It is also possible to copy and paste the WebCal iCal URL that is provided and enter the feed manually into Outlook as shown above.

Support

Please contact Product Support at (610)-997-8100 or support@activedatax.com for further assistance.