

LES CALENDRIERS EXTERNES

INTRODUCTION

BlueMind 3.5 allows you to view external calendars through an iCalendar-type url (.ics extension).

This is synchronization is one way: calendars are only available as read-only, changes cannot be made or saved into the original calendar.

PREREQUISITES

- Make sure the url of the calendar you want to synchronize is in ics format and that you have the required share settings: the calendar must be accessible externally from your calendar supplier.
- Some providers offer urls with a webcal:// prefix. As BlueMind is unable to handle these, you must edit them replacing "webcal" by "http".

ADDING EXTERNAL CALENDARS

To add an external calendar:

- go to parameter management > Calendar > tab "My calendars"
- in the "new calendar" form, set the calendar type to "external ics": an "ICS url" box is then shown with an icon indicating whether the url entered is valid or not (the icon that originally appears is a red "warning" one as the field is empty):

General | **My calendars** | Subscriptions | Sharings

NEW CALENDAR

Calendar type: Simple (dropdown menu open showing Simple and External ics)

label: [empty]

Reminders: Synchronize reminders

Add

CALENDARS

Label	Freebusy Actions
John Doe	<input checked="" type="checkbox"/> Reset Import

- In the "ICS url" box, copy the address of the external calendar then leave the field to confirm (shift key or click an empty part of the page)
- the engine validates the url and fills in the "label" field if it has correctly accessed the calendar and its name is included:

General | **My calendars** | Subscriptions | Sharings

NEW CALENDAR

Calendar type: External ics

ICS url: e.com/private-c76.../basic.ics ✓

label: John Doe

Reminders: Synchronize reminders

Add

CALENDARS

Label	Freebusy Actions
John Doe	<input checked="" type="checkbox"/> Reset Import



NB: the "label" field can still be edited, allowing you to customize the calendar's name:

ICS url: e.com/private-c76.../basic.ics ✓

label: Family Call

- Click "Add" to create the calendar, which is added to your list of personal calendars:

Label	Freebusy Actions
John Doe	<input checked="" type="checkbox"/> Reset Import
Family Cal	<input type="checkbox"/> Reset Launch synchronization

The external calendar has two specific links:

- Reset data: allows you to restart synchronization in case of trouble
- Launch synchronization: allows you to force synchronization and not wait for automatic synchronization
- To start a first synchronization, click "Launch synchronization". After that, the calendar will be synchronized automatically every hour approximately. Otherwise, an automatic synchronization will be performed but not immediately. You might have to wait for about then minutes.

The "Freebusy" column allows you to choose which calendar(s) will be used to show your status when other users query your availability to invite you to an event.

[See Calendar](#)

The calendar is added automatically to your calendar's default view:

EDITING EXTERNAL CALENDARS

The only change you can make to an external calendar is its name:

- go parameters > Calendar > "My calendars" tab
- in the list of calendars, click the row of the calendar whose name you want to change to open the edit box:

- change the calendar's name and tick to confirm (or simply exit the edit box) or cancel with "x".



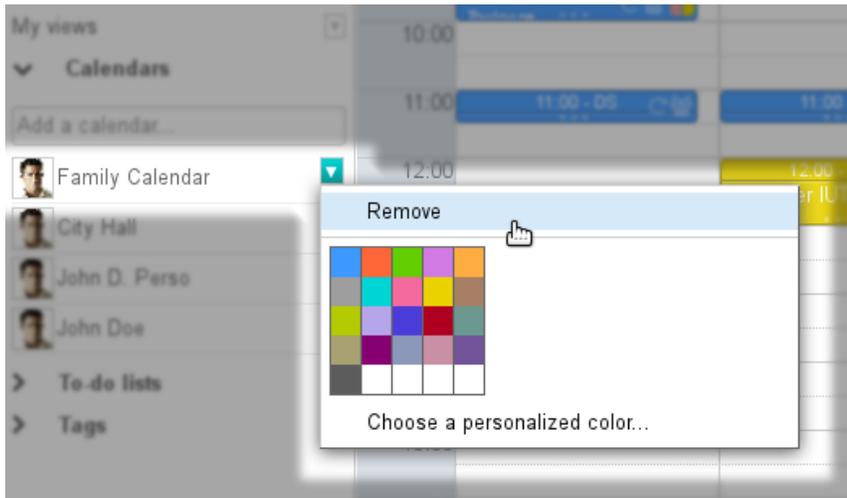
A screenshot of a calendar edit interface. It shows a text input field containing the name 'Family Calendar'. To the right of the text is a small square tick box. The entire input area is enclosed in a light gray border.

i Calendar urls cannot be changed, to load a new url you must delete the calendar and then create a new one.

REMOVING CALENDARS

Removing a calendar from view

An external calendar can be removed from default view like other calendars, by clicking its color icon and then "Remove":



Deleting a calendar

To delete a calendar from your settings:

- go to parameters > Calendar > "My calendars" tab
- click the  icon at the end of the appropriate row

The calendar is deleted immediately and removed from view.

If this fails, [reset local data](#) and/or remove the calendar from view (see previous paragraph).