

## CALENDAR SETTINGS – Quick Reference Guide

### OVERVIEW

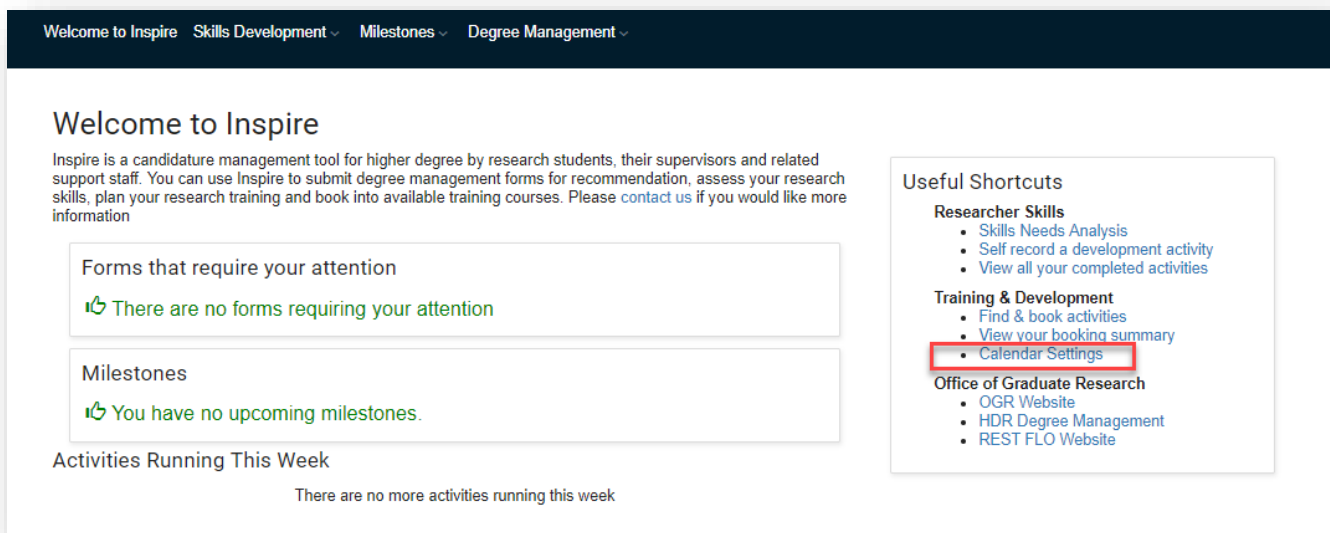
This guide explains how to add Inspire course bookings to your outlook calendar.

### APPLIES TO

Inspire Users

### 1. How to sync course bookings with your outlook calendar

Click on **Calendar Settings** on your **Useful Shortcuts** menu.



Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾

### Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors and related support staff. You can use Inspire to submit degree management forms for recommendation, assess your research skills, plan your research training and book into available training courses. Please [contact us](#) if you would like more information

Forms that require your attention

🔄 There are no forms requiring your attention

Milestones

🔄 You have no upcoming milestones.

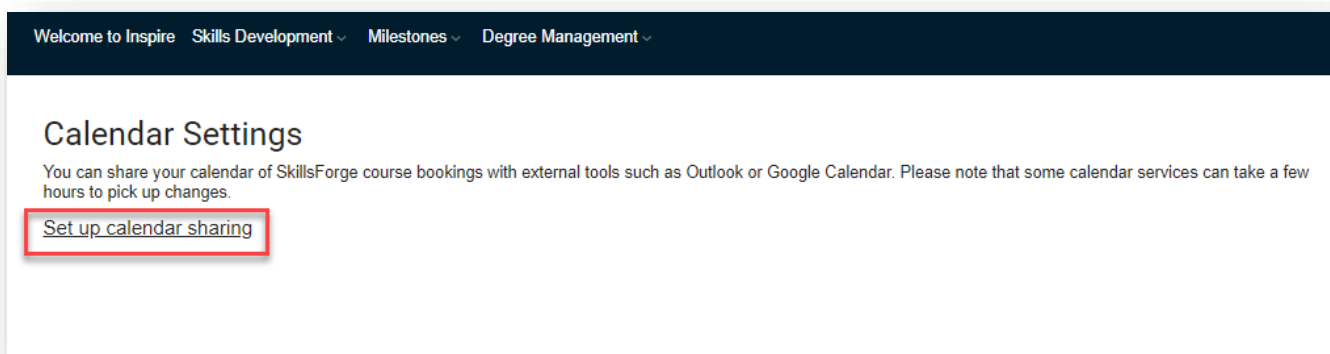
Activities Running This Week

There are no more activities running this week

#### Useful Shortcuts

- Researcher Skills**
  - Skills Needs Analysis
  - Self record a development activity
  - View all your completed activities
- Training & Development**
  - Find & book activities
  - View your booking summary
  - Calendar Settings**
- Office of Graduate Research**
  - OGR Website
  - HDR Degree Management
  - REST FLO Website

Click **Set up calendar sharing**



Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾

### Calendar Settings

You can share your calendar of SkillsForge course bookings with external tools such as Outlook or Google Calendar. Please note that some calendar services can take a few hours to pick up changes.

**Set up calendar sharing**

Select **Other (iCAL)** Calendar type and give the Share name **Inspire Calendar**

Calendar type:

Share name:   
This is just for you to identify the share within SkillsForge

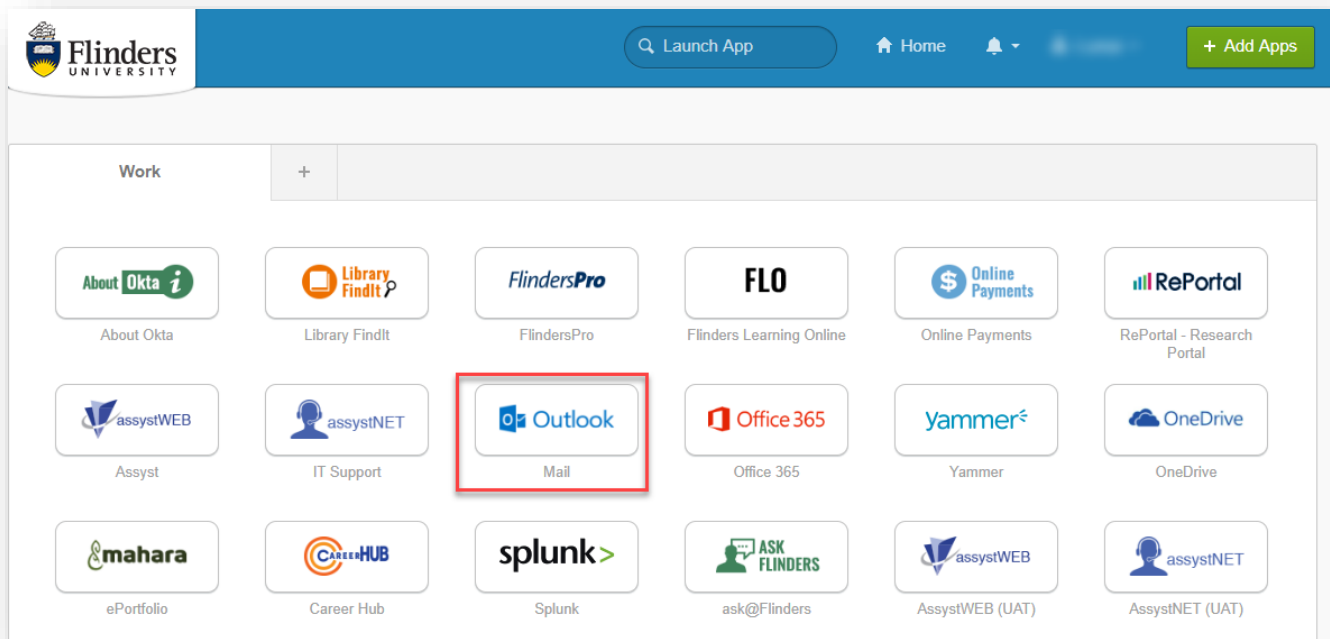
Copy the URL

**Your new calendar share has been created**

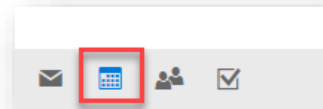
What to do next:

- 1** **Copy the URL** *Hint: Press **Ctrl** then **C** together*
- 2** Consult your calendar tool documentation to find out how to add or subscribe to a calendar by URL
- 3** Copy and paste the URL shown above into your calendar tool

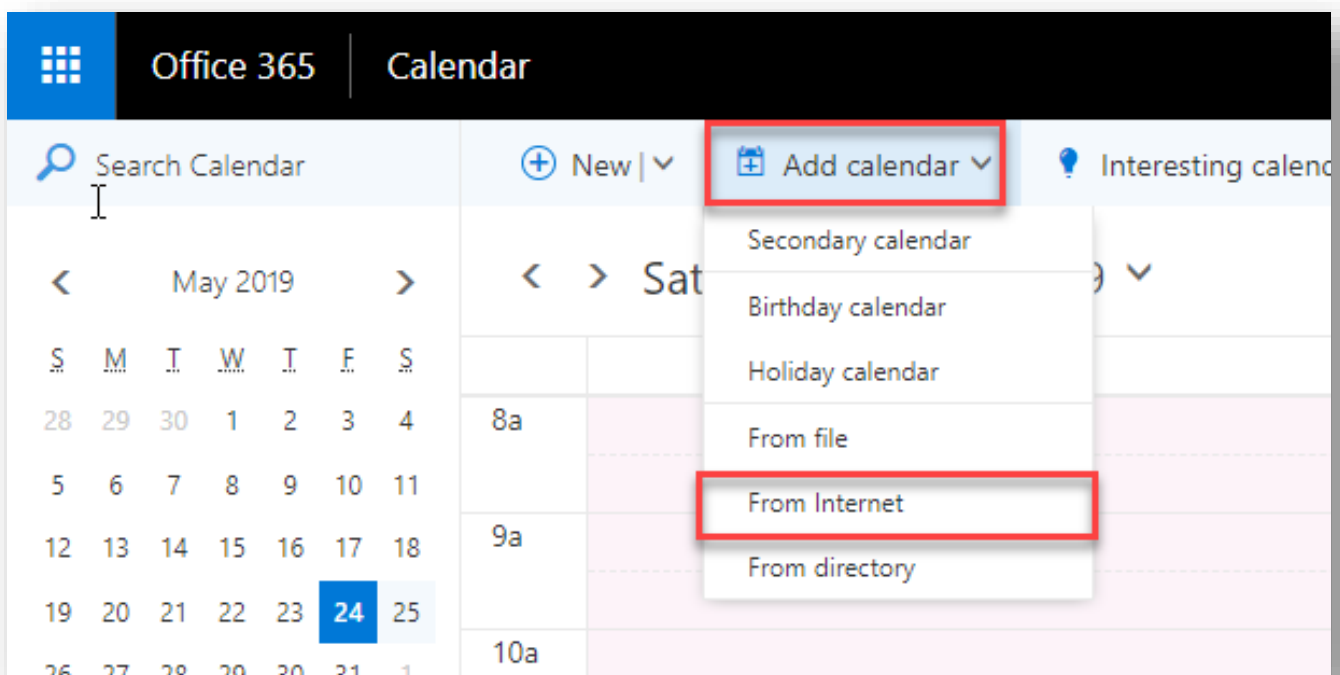
Log onto to OKTA - <https://flinders.okta.com/app/UserHome> and select your Outlook App.



Select your calendar icon in the bottom right corner of outlook



Select **Add Calendar** and **From Internet**



Paste in the URL, Name the Calendar **Inspire Bookings** and select **Save**