

Outlook Shared Calendar Workaround

There is a known bug with one of the latest Microsoft feature updates that requires user intervention.	he Master of Arts (International Relations in Economy and Trade) - 2 years, a student must complete 54 Microsoft Outlook
The following workaround is provided to elevate issues with the adding of shared calendars and resources to the Outlook desktop client.	We can't add the calendar for right now. Please try again later. OK
Note: This does not work with the new version of Outlook.	Try the new Outlook Off

- Open Outlook (1)
- Click on File
- Click on Account Settings, Account Settings
- Select the Data Files tab
- Select your data file (2)
- Click on Settings
- Select the Advanced tab
- Uncheck, 'Turn on shared calendar improvements' (3)
- Click OK and continue to close all windows
- Restart Outlook and try again



count Settings ×	Microsoft Exchange		
Data Files 2	General Advanced Security		
/	Open these additional mailboxes:		
mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	Add		
😹 Add 🖀 Settings 🕑 Set as Default 🗙 Remove 🔭 Open File Location	Remove		
Internet Calendars C:\Users\dodm0007\AppData\Local\Microsoft\Outlook\Internet Calendar Subs steve.dodman@flind C:\Users\dodm0007\AppData\Local\Microsoft\Outlook\steve.dodman@flinder student.systems@fli C:\Users\dodm0007\AppData\Local\Microsoft\Outlook\student.systems@flind	Cached Exchange Mode Settings Use Cached Exchange Mode Download shared folders Download Public Folder Favorites Outlook Data File Settings Microsoft 365 Features Turn on shared calendar improvements		
elect a data file in the list, then click Settings for more details or click Open File Location to isplay the folder that contains the data file. To move or copy these files, you must first shut lown Outlook.	Mailbox Mode Outlook is running in Unicode mode against Microsoft Exchange.		
	OK Cancel Apply		
Close			



Current webpage

https://staff.flinders.edu.au/learning-teaching/timetables/add-timetable-to-outlook

				flinders.edu.au	Staff	Students	Library
Flinders University	Employee resources	Workplace support Press	Teaching and research resources	Colleges and services	C	Quick links 🔲	Q
Add the ti Outlook	metable to	your					
👫 🗲 Learning and tea	ching 🔉 University timet	able > Add the timeta	able to your Outlook				

The Syllabus Plus iCalendar connects to your teaching timetable in the timetabling system and displays it as a calendar along with your Outlook calendar(s).

The new Calendar is added to the Other Calendars section and is automatically updated on a half-hourly basis from the timetabling system. You can now use this calendar to view your teaching timetable. This calendar can be shared with others and overlayed onto another calendar.

Notes:

- The teaching timetable calendar is not integrated with your main calendar and appointments on this calendar do not show your time as busy when using the Meeting Scheduling Assistant. You can drag the class over to tour calendar, however this will lose the connection and will not update if a change is made in the timetabling system.
- 2. You must be connected to the Flinders network to do this. If you're working from another location, please use the VPN service to connect first.

Process

- 1. Open Outlook
- 2. Go to Calendar
- 3. Click Open Calendar and From Internet...



Paste in the URL webcals://timetable.flinders.edu.au/Calendar/default.aspx?StaffiCal&p1=025618

Note - You will need to change 025618 to be your payroll number.

Ensure you select 'Yes' when the 'Add this Calendar' popup appears.





Current Webpage Content with updated changes highlighted.

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File	Hom	e Send / Receive	Folder View	Help Ac	robat C	ontent Manager		/		
New Appointm	New New Add Focus New Meet Teams Today Now Appointment Meeting Time Items ~ Now Meeting ~ Today Now New New New Today So To So To * Today Coday So To So To So To		Today Ne 7 Da Go To	Vext Days Ts Arrange Ts		Add Calendar ~ Calendar ~ & & & & & & & & & & & & & & & & & &		roups [
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10	D AM									

Paste in the

URL webcals://timetable.flinders.edu.au/Calendar/default.aspx?StaffiCal&p1=025618

New Internet Calendar Subscription		?	×
 Enter the location of the internet calend webcals://timetable.flinders.edu.au/Cal	lar you want to a endar/default.as	add to C	Outlook:
 example: webca://www.example.com/ca	OK	Can	icel



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Micros	oft Outlook						
•	Add this Internet Calendar to Outlook and subscribe to updates?						
	https://timetable.flinders.edu.au/Calendar/default.aspx? StaffiCal&p1=035231						
	To configure this Calendar, click Advanced.						
	Advanced Yes No						