

# How to Share your Trail Blazer iCalendar as an .ics File with Microsoft Outlook (Installed Version) for Easy Viewing on your Mobile Devices

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**Author:** Joel Kristenson

**Last Updated:** 2015-12-14

## Overview

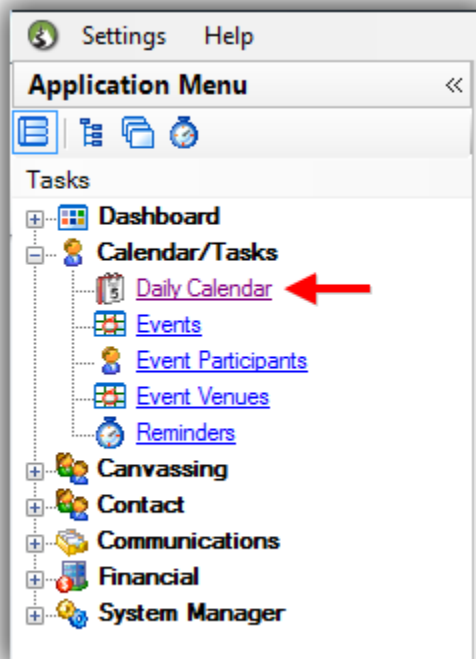
This article walks through the steps to share your **Trail Blazer** iCalendar (.ics file) with **Microsoft Outlook's** calendar. I used the **\*installed\* desktop** version for this example. If you use your Outlook calendar on your mobile device, then this allows for you to quickly see what items are on your **Trail Blazer** calendar while you're on the go.

**Note:** *As of the time this article was written, syncing calendars is a one-way street where the appointments created in your database will display in Outlook, but calendar items created in Outlook **will not** sync back into the database.*

 **Tip:** Use the **Ctrl+F** hot key to jump to different sections of this article (example: “**#1**”, “**#2**” or “**Related Resources**”).

## Steps to Add the .ics File to Microsoft Outlook (Installed Version)

Navigate to your calendar under the **Application Menu**. *This requires appropriate [security clearance](#), if you don't see it you'll need to request that feature from one of the database administrators.*

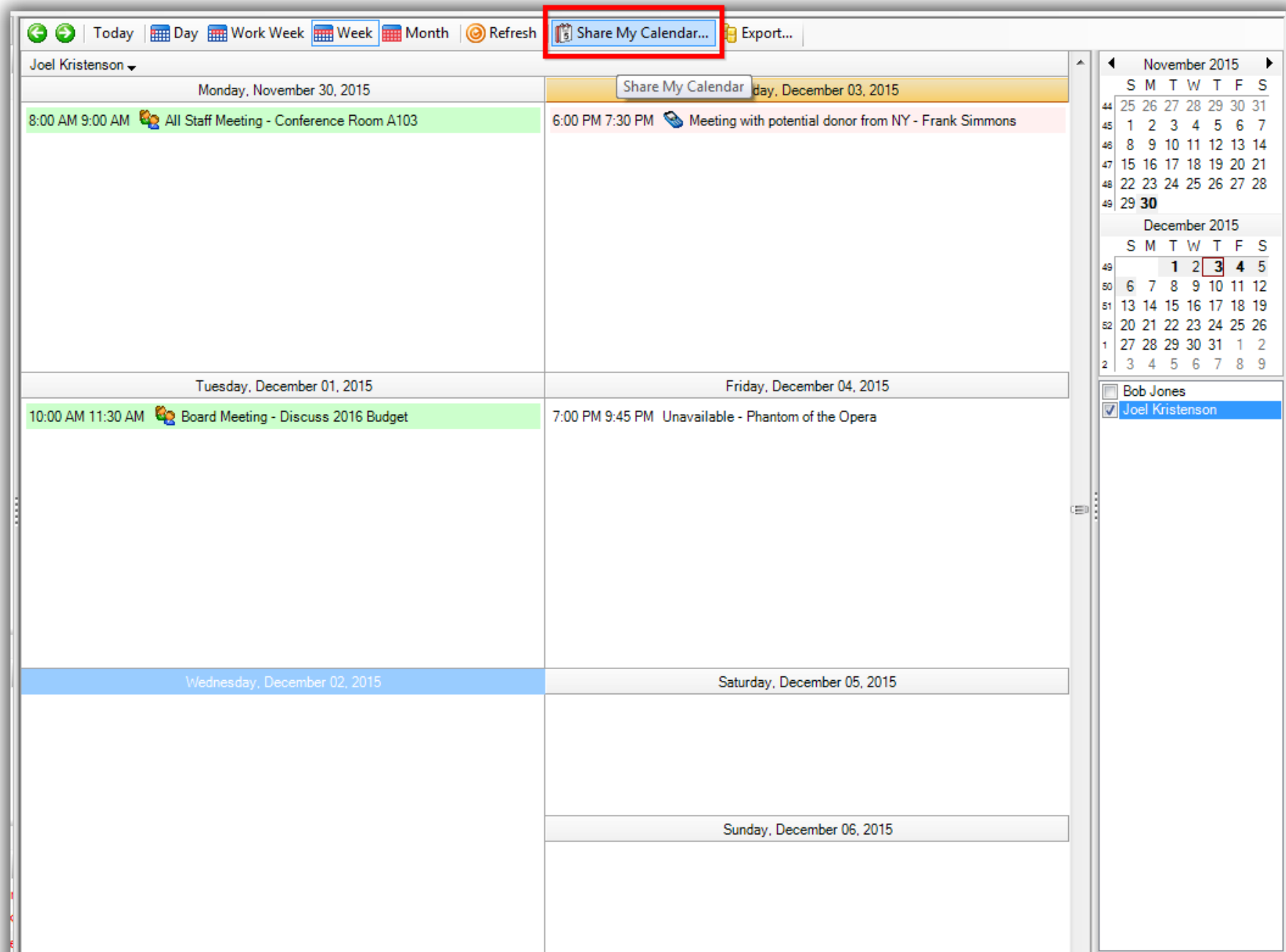


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Click the **[Share My Calendar...]** button near the top-middle of the screen.

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The screenshot displays the TrailBlazer calendar interface. At the top, a navigation bar includes buttons for 'Today', 'Day', 'Work Week', 'Week', 'Month', 'Refresh', 'Share My Calendar...', and 'Export...'. The 'Share My Calendar...' button is highlighted with a red rectangular box. Below the navigation bar, the calendar shows a weekly view for Joel Kristenson, with dates from Monday, November 30, 2015, to Sunday, December 06, 2015. Several events are listed, such as 'All Staff Meeting - Conference Room A103' and 'Meeting with potential donor from NY - Frank Simmons'. On the right side, there are two calendar navigation panels for November and December 2015, and a list of calendar subscribers including 'Bob Jones' and 'Joel Kristenson'.

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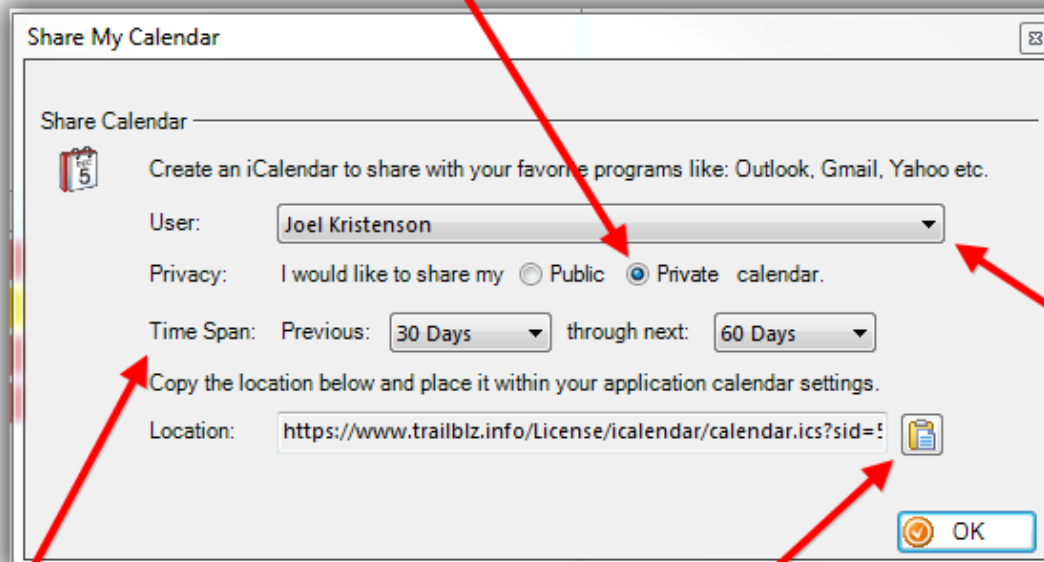
Select which **user's** calendar you want to share (*in my example I selected myself "Joel Kristenson"*), choose to share the **\*Private\*** calendar, and set the **date range** (*I left mine with the default **previous 30 days/through next 60 days***).

***Important: Choosing to share your \*Private\* calendar will already share both Private and Public calendars at the same time – if you only want your 'Public' appointments to sync than you can certainly choose that option.***

These are the final settings I used for this *example*:

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### 2. Choose to share your 'Private' calendar.



1. Choose which user's calendar to share.

3. Select the date range.

4. Copy the url string to your clipboard.

5. Click [OK] to finish.

Next you'll need to click on the **[Clipboard]** button to copy the **.ics** file to your clipboard, and click **[OK]** to finish the steps for the database side of things.

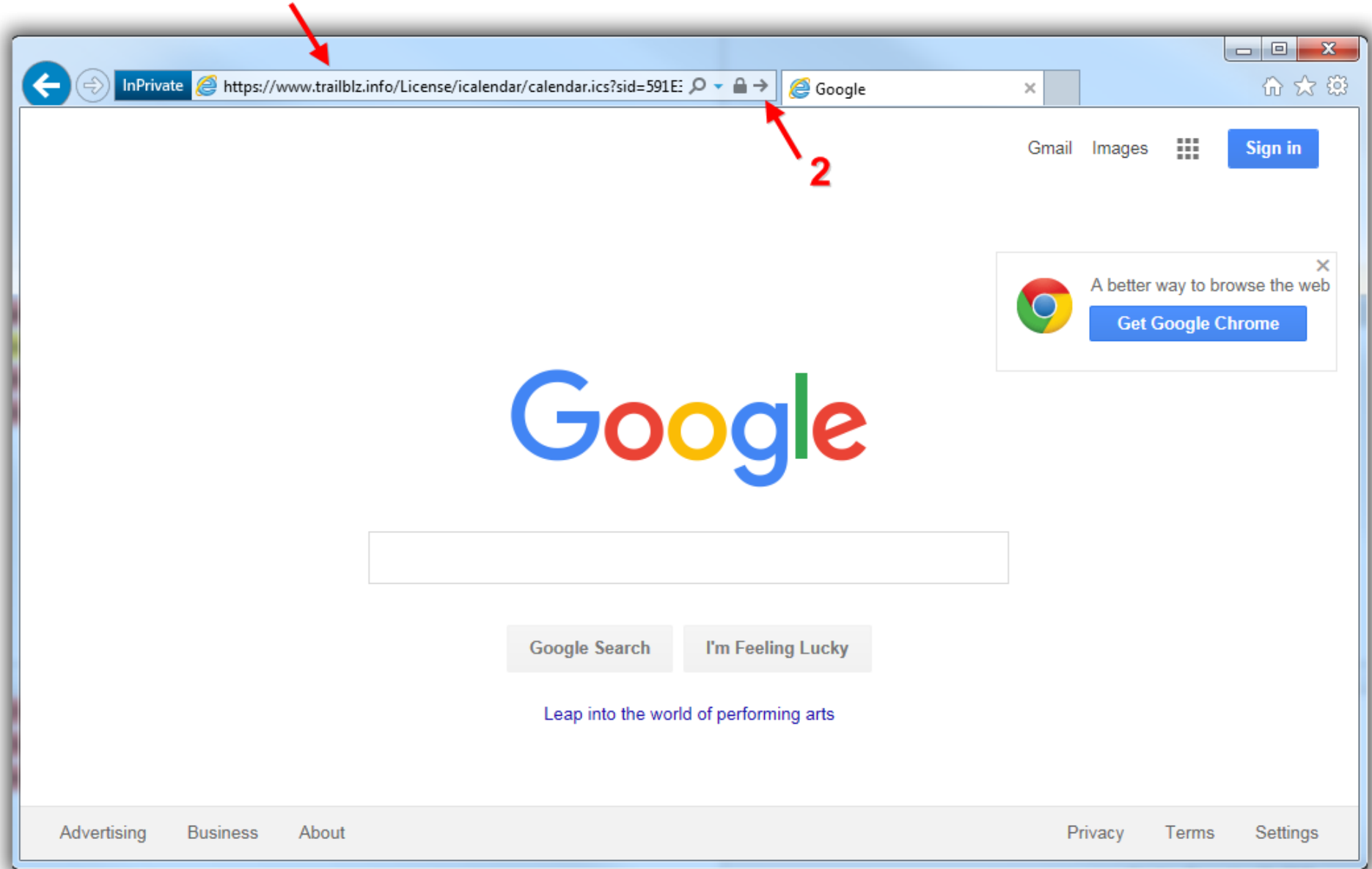
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Open up a **Web Browser**, paste in the URL string that's currently in your **Clipboard**, and hit '**Go**'. *In my example I used [Internet Explorer](#), but [Google Chrome](#), [Safari](#), [Firefox](#) or most other popular browsers should work fine.*

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**1. Paste in the url string that's in your clipboard.**



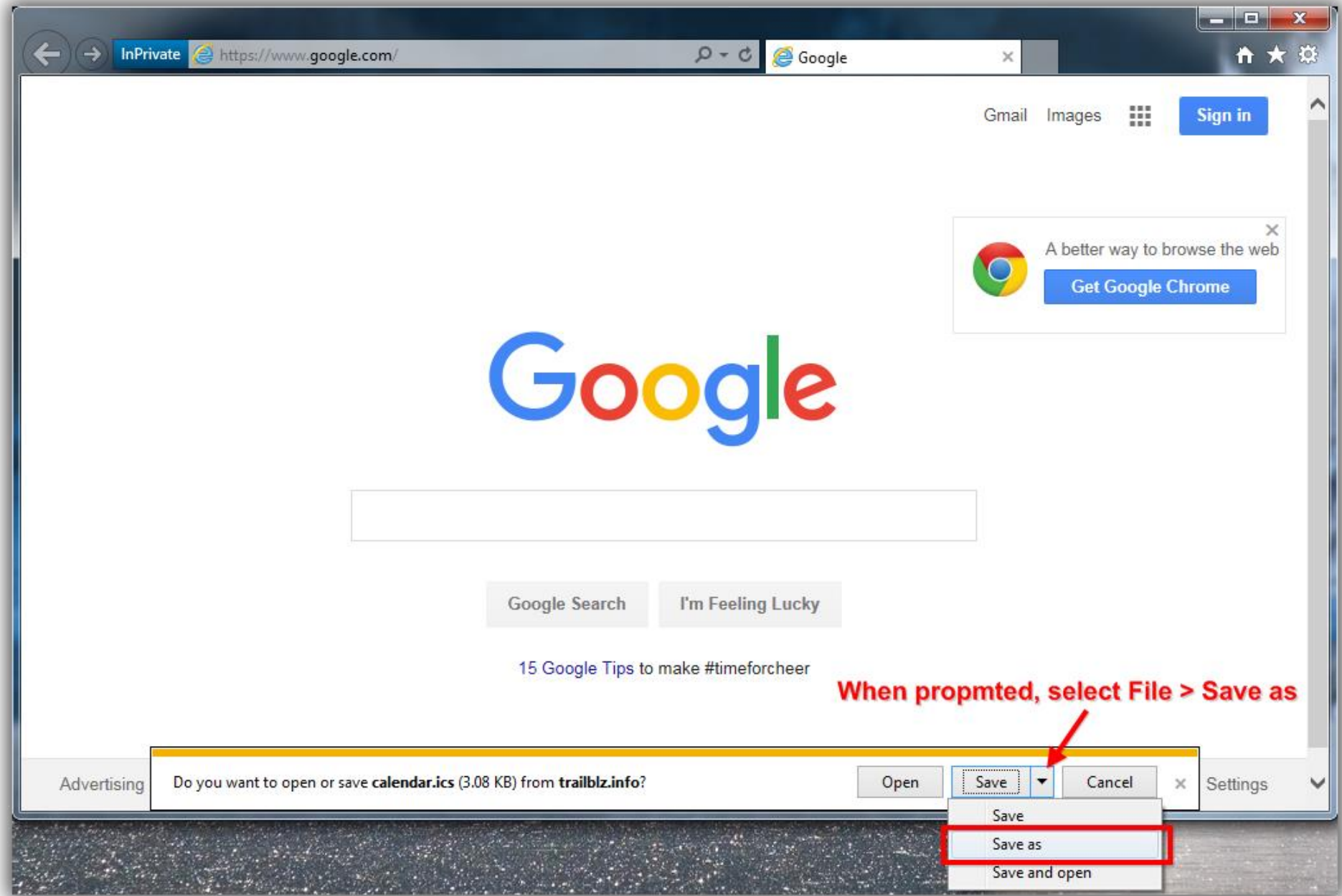


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This will prompt you with options to **Open**, **Save**, or **Save-As**. *All 3 options will work, but I selected to **Save-As** which can be useful if you would like to provide a custom **name** for the .ics file, as well as choose the **directory** to save it . If you just click [Open] it will open the new calendar in MS Outlook automatically, bypassing the steps to save the file, which may not be ideal.*

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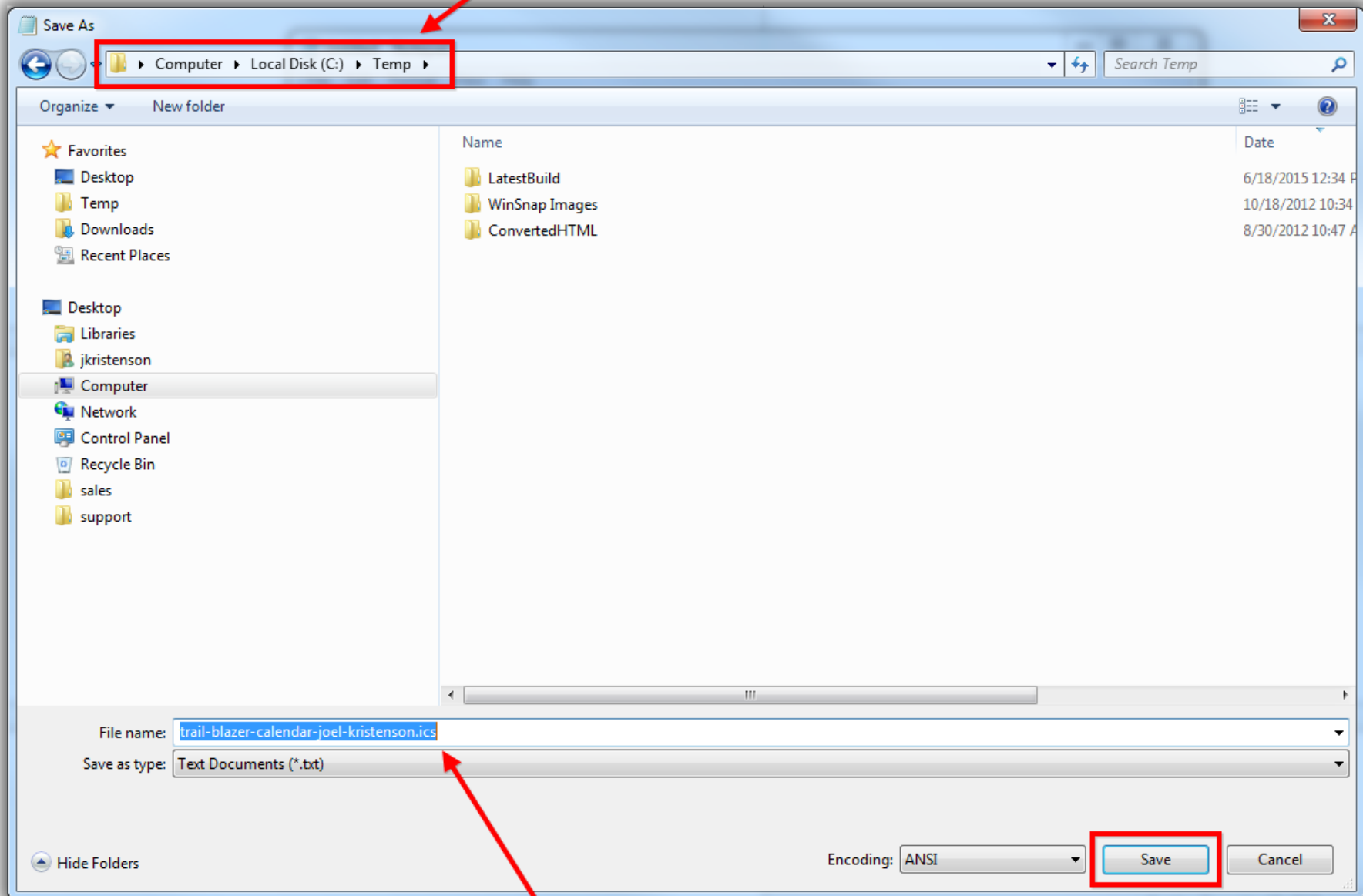
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Navigate to the location on your machine where you would like to save the .ics calendar file, create a **name**, and click **[Save]**. *I saved mine in my **Temp** folder with the name of “**trail-blazer-calendar-joel-kristenson**” as shown in the image below.*

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**Navigate to the directory on your machine where you want to save the calendar file.**

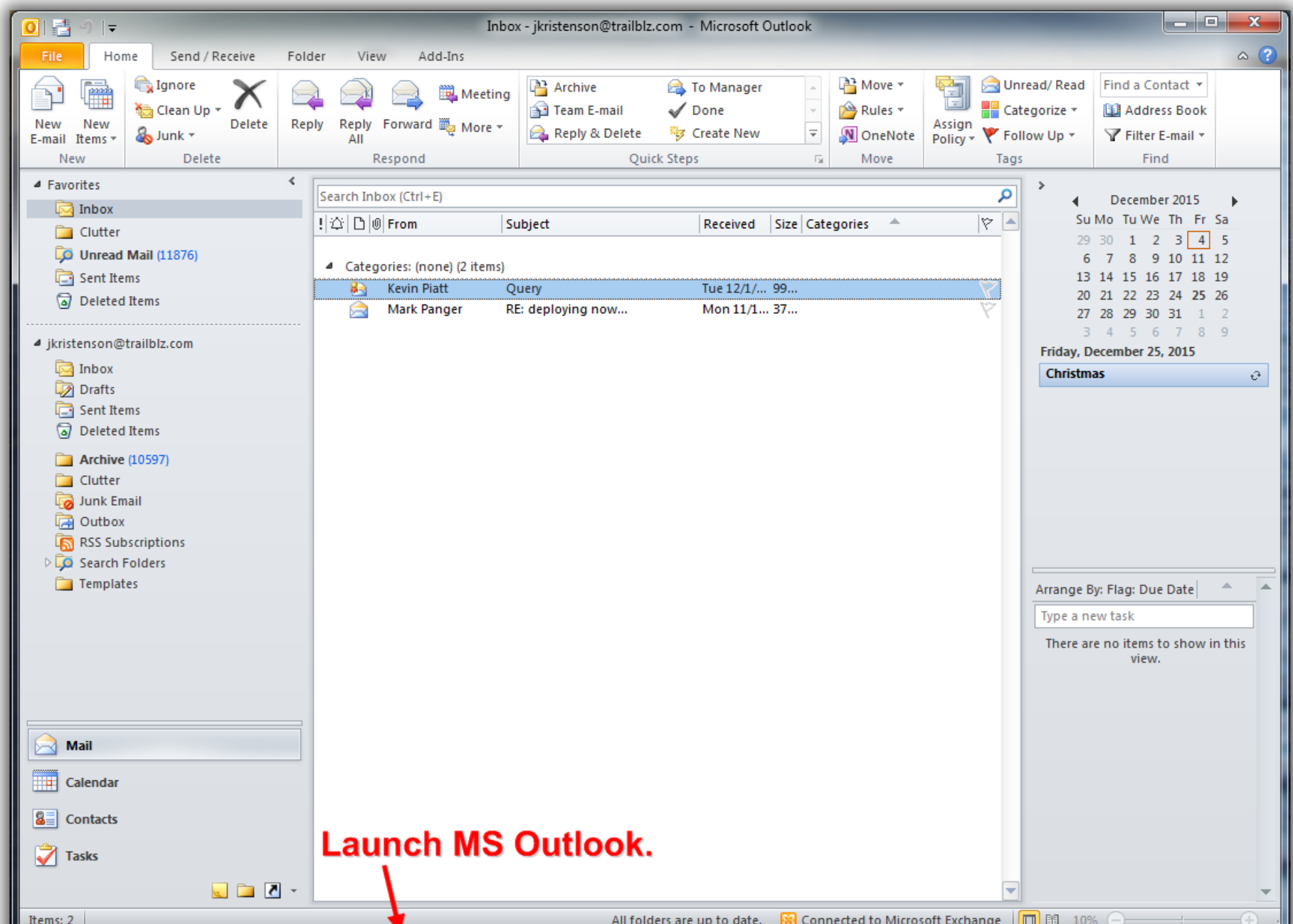


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Next, launch [Microsoft Outlook](#) (*installed version*).

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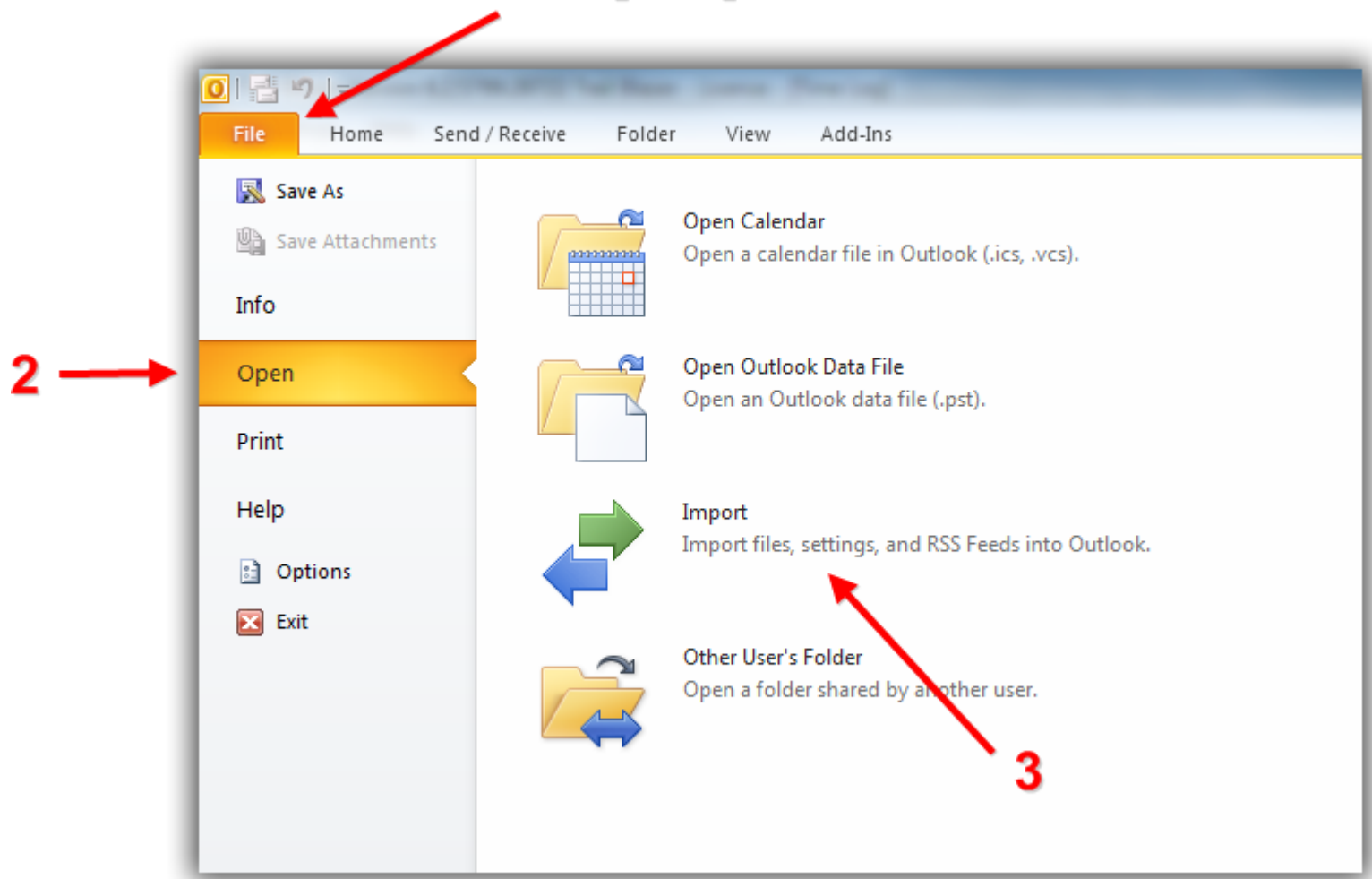
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Navigate to **[File]** in the upper-left > **Open** > **Import**

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## 1. Click [File]



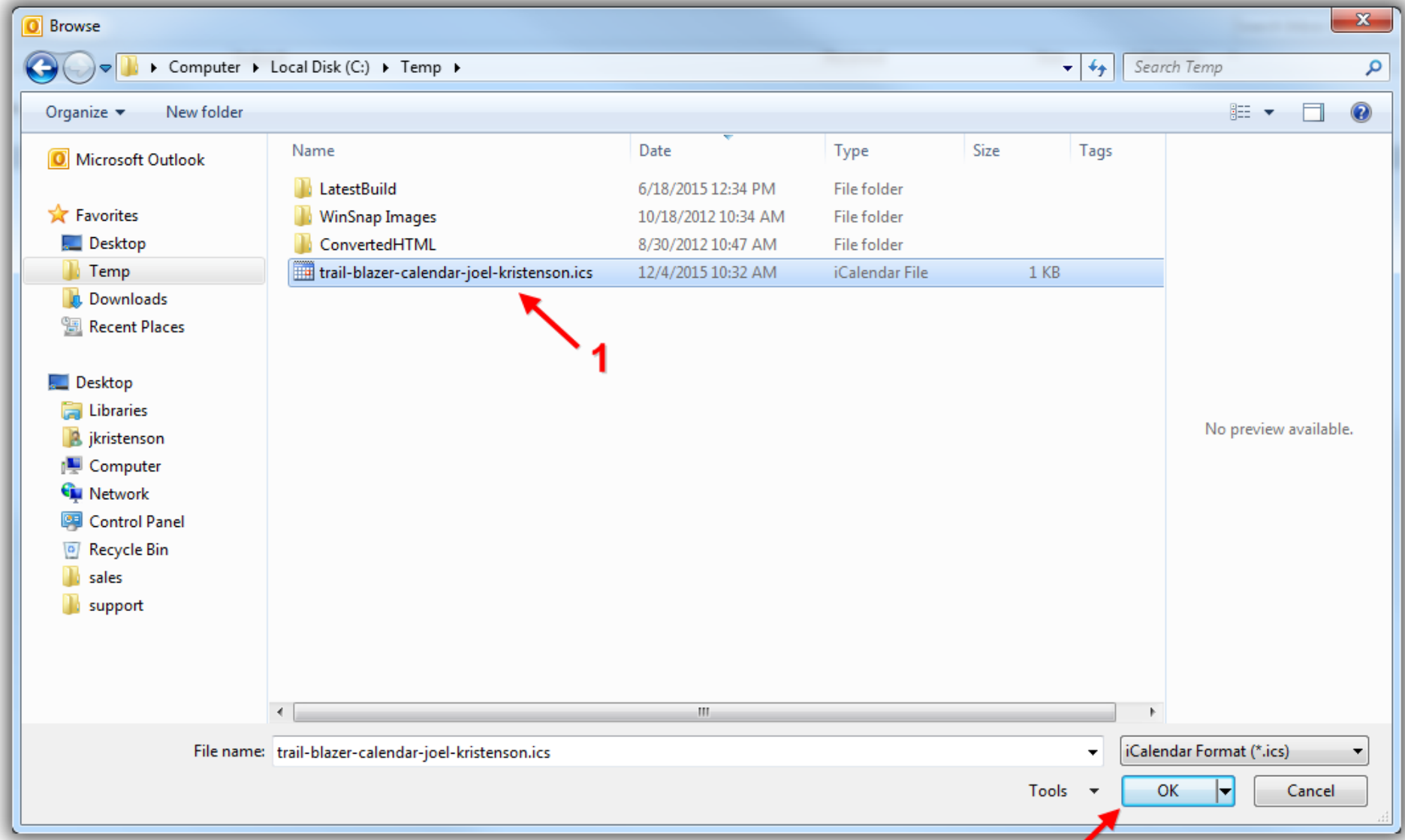
Locate, and select the **.ics file** you saved in the previous steps, and then click **[OK]**.



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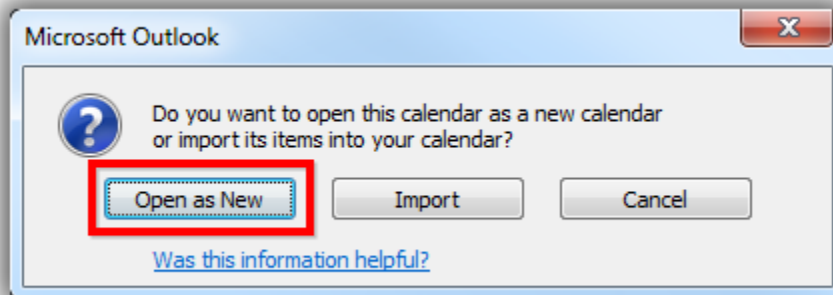
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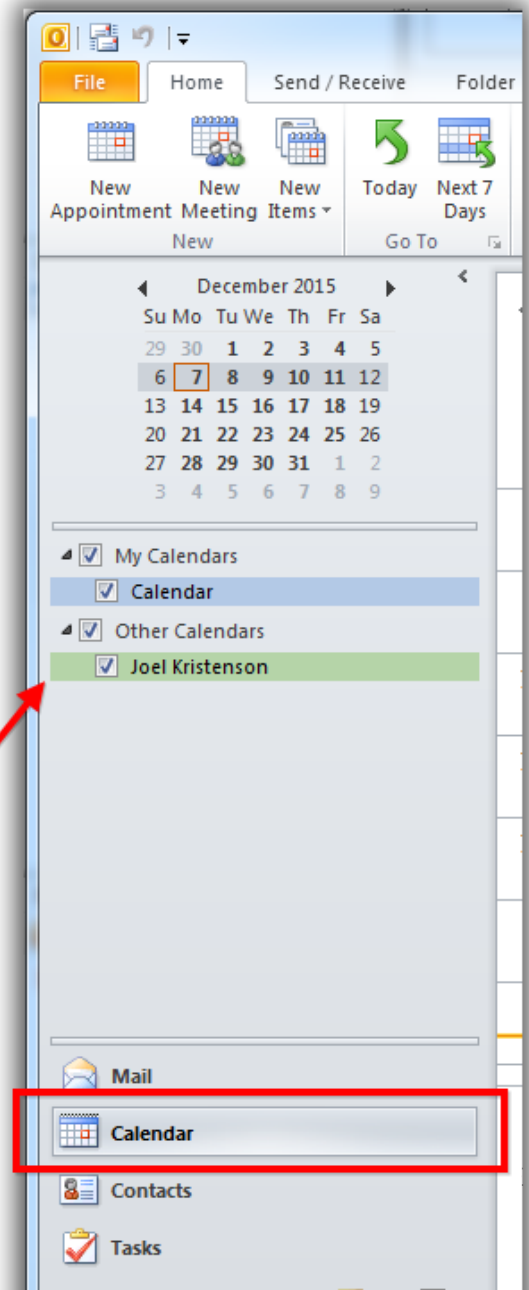
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Choose how you want to **import** the new calendar. If you choose to **Open as New** (*as I did*) it will conveniently add the calendar as a new one (*which can easily be renamed/deleted*). If you choose to simply **Import** it, it will *merge* the new iCal into your existing Outlook calendar which may or may not be ideal.



If everything worked correctly you'll now have a new calendar add to Outlook. *My example is below.*

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**New Trail Blazer calendar after 'import'.**

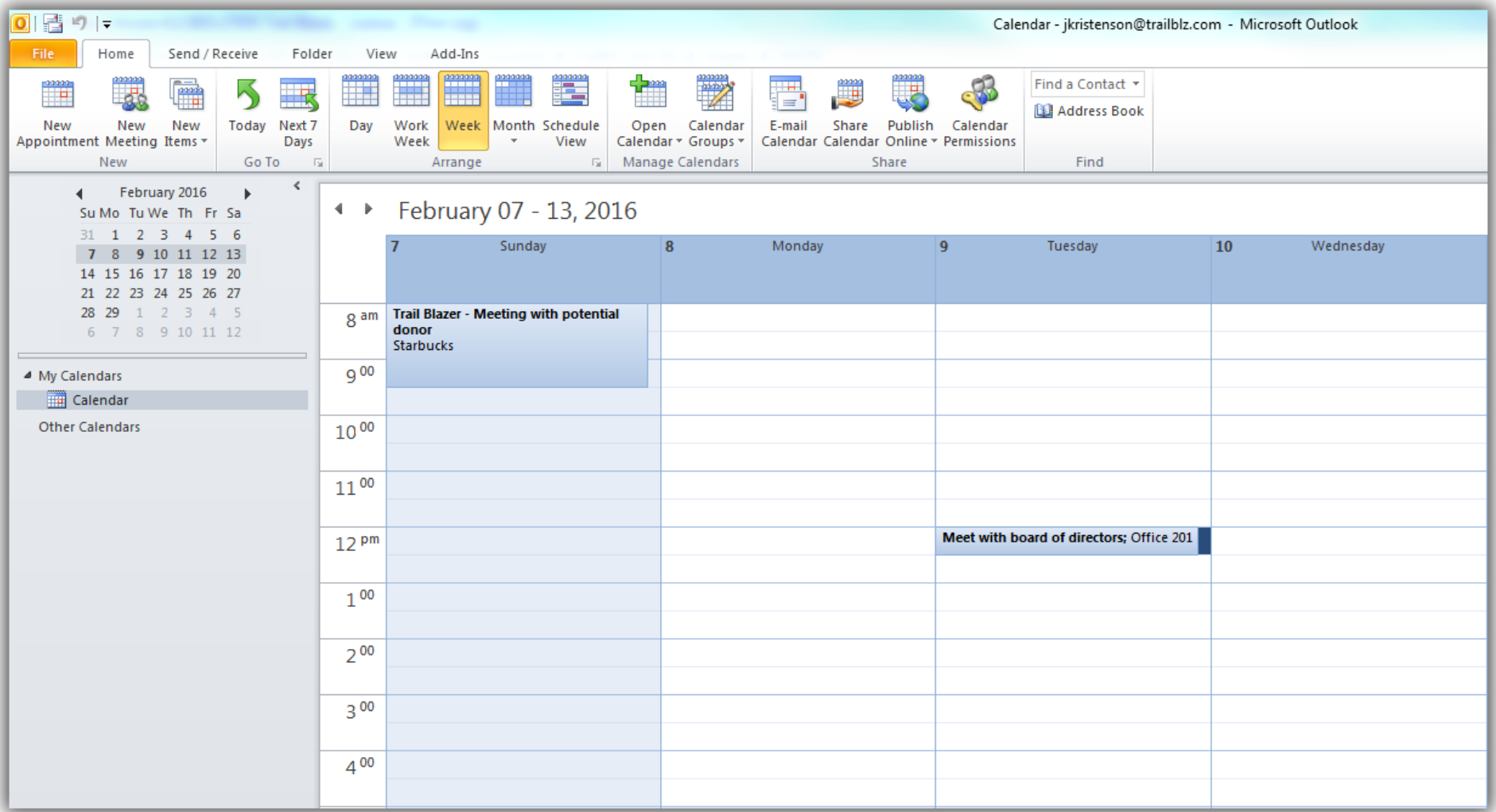
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Here's an *example* of how my new shared calendar looks in the full screen view:


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## Full screen view of calendar.

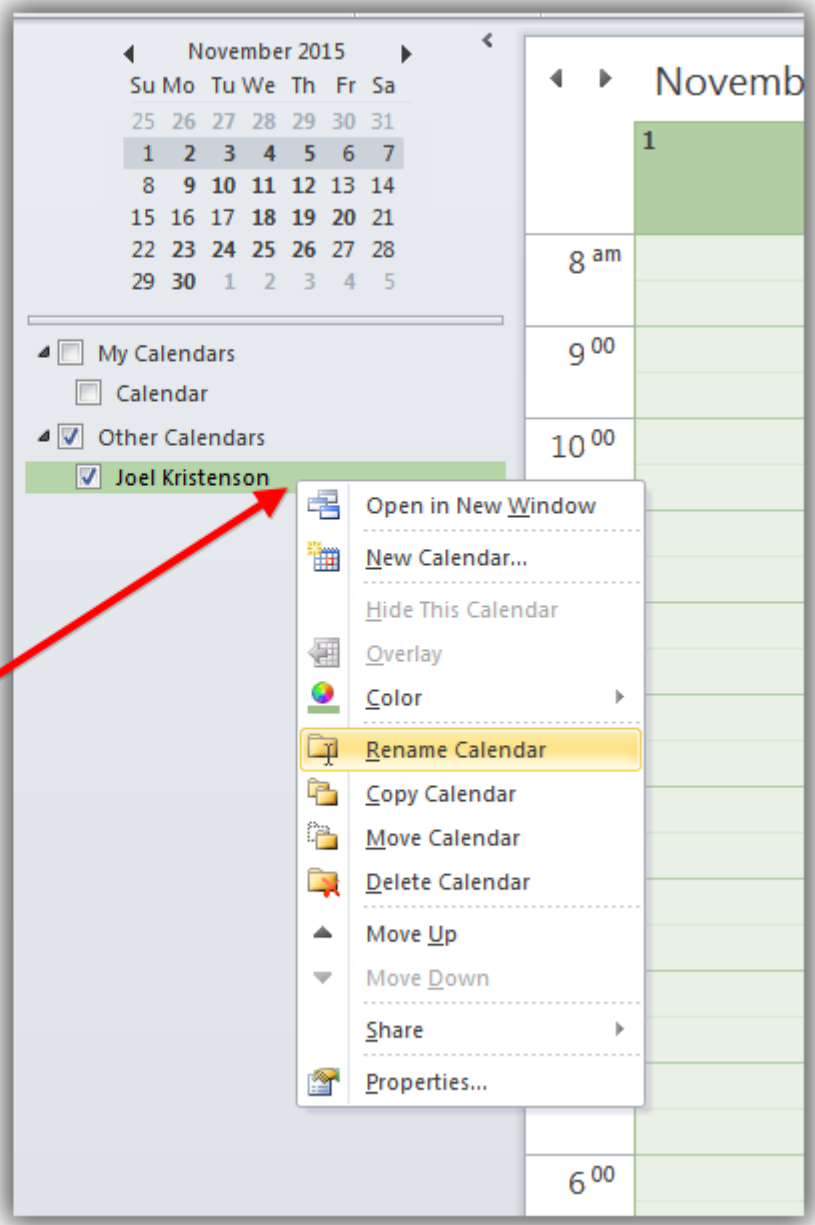


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 **Tip:** If you ever need to rename/delete your calendar you can simply **right-click** on it and select your options from the context menu, as shown in the example below:

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**Tip: If you ever need to delete/rename your calendar, among other tasks, start by right-clicking on it.**



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That concludes the steps to add the **Trail Blazer** calendar to Outlook. *Continue reading to learn about adding a calendar to your iDevice, and take a look at the **Related Resources** below for quick links to other helpful articles and videos related to this topic.*

### **Example Steps to Add an ‘Exchange’ aka MS Outlook Calendar too an iDevice (iPod touch 4g)**

If you add your **Outlook** calendar to your **mobile device** such as **Android**, **Apple**, or **Windows** phones you’ll be able to quickly pull up your appointments on the go. These quick links show how to add an Outlook calendar for each respective OS:

- Android Devices 3<sup>rd</sup> party article (<https://support.office.com/en-us/article/Set-up-email-on-an-Android-phone-or-tablet-886db551-8dfa-4fd5-b835-f8e532091872>)
- Apple Devices 3<sup>rd</sup> party article (<http://www.imore.com/how-to-add-delete-calendars-your-iphone-and-ipad>)
- Windows Devices (<https://support.office.com/en-us/article/Set-up-email-on-an-Android-phone-or-tablet-886db551-8dfa-4fd5-b835-f8e532091872>)

*My example is below where I can now view my calendar on my iPod touch 4g.*

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Step 1 – Open the **Settings** app

## Open the Settings App on your iDevice



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Step 2 – Navigate to the **Calendar** settings area

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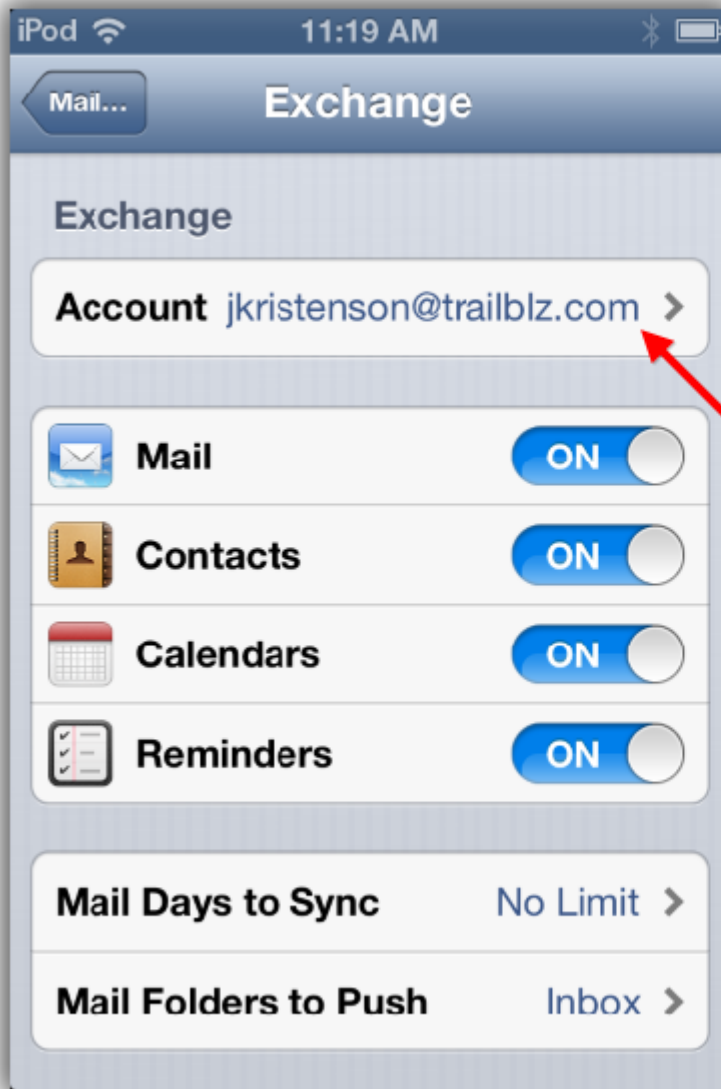


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Step 3 – Add your **Exchange (Outlook)** account

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**Activate your 'Exchange' account by putting in your Username and PW.**

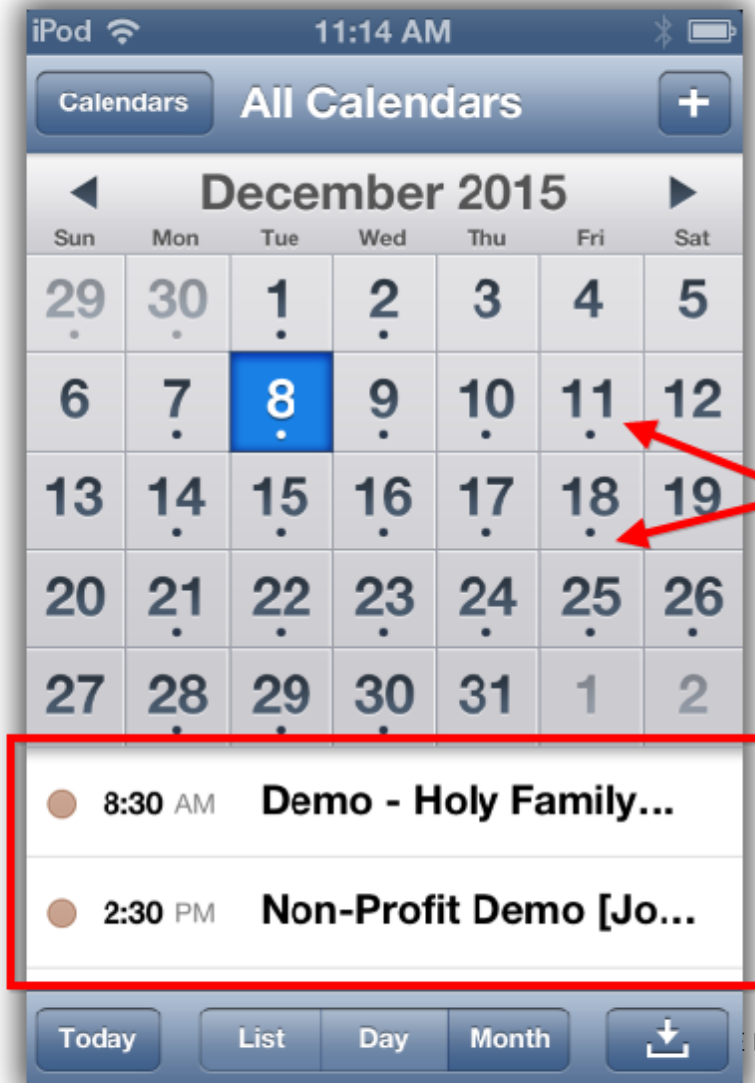
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Step 4 – *Example* of how my shared calendar looks



## Calendar view on iPod touch of shared Trail Blazer calendar.



**Appointments will display as a dot on the day(s) where they are scheduled.**

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Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## Related Resources

Article: [Google Calendar – ical sync problems](#)

Article: [Reminders](#)

Article: [Outlook Internet Calendar Sync Help](#)

Article: [Adding Log Notes, Mass Log Notes & Reminders](#)

3<sup>rd</sup> Party Article: [How to import an iCalendar \(.ics\) file to Outlook](#)

3<sup>rd</sup> Party Article: [How do I import ics/ical/csv files into Google Calendar?](#)

3<sup>rd</sup> Party Article: [How to Add an iCal or .ICS Calendar to Google Calendar](#)

3<sup>rd</sup> Party Article: [Sync your Outlook calendar to Windows Phone](#)

3<sup>rd</sup> Party Article: [How to Add Outlook Calendar to Your Android](#)

3<sup>rd</sup> Party Article: [Synchronize Outlook and Apple iPhone or iPod touch calendars](#)

Video: [Scheduled Emails](#)

Video: [Getting Started 101 – Orientation to the screen](#)

3<sup>rd</sup> Party Video: [How to: Import an ICS Calendar File to Google Calendar](#)

## Trail Blazer Live Support

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☎ **Phone:** 1-866-909-8700

✉ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*