


## BSM Connection™ Online Library Software Tips - Microsoft Outlook

### Publishing an Outlook Calendar as a Web Page

By publishing an Outlook calendar as a web page, non-Outlook users will have the ability to view the calendar. The web page html file can be put on an internet site or it can be emailed to family, friends or co-workers.

#### Save the Calendar as a Web page

1. In the calendar screen, go to **File** and select **Save as Web Page**.
2. The **Save as Web Page** dialogue box will appear as shown: 
3. In the **Duration** drop down, enter the **Start date** and **End date** for the calendar that is going to be published.
4. In the **Options** section, check or uncheck **Include appointment details** and **Use a background graphic**.
5. In the **Save as** section, the **Calendar title** box can be left with the default title or a different title for the calendar can be entered.
6. In the **File name** box, use the **Browse** button to select a file path location where the calendar file will be saved.
7. Finally, select the **Save** button. The calendar will now be displayed in the browser window as shown below. The web address can now be copied from the browser or file location and emailed to intended recipients for online viewing.

