

Export SARS Anywhere GRID Schedule to Exchange E-Mail Calendar

You can place a copy of your SARS Anywhere GRID schedule to your Exchange mailbox calendar. Items on your SARS GRID calendar will be exported every 15 minutes.

Please note – the copy on your Exchange calendar (Outlook) is READ ONLY! If you delete a GRID entry on the Outlook calendar, it will reappear the next time SARS exports (15 minute intervals).

To Configure the Export Process:

STEP 1

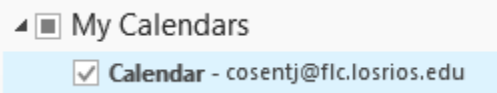
The export function uses an Exchange account to communicate between SARS Anywhere and your mailbox calendar. The first thing you need to do is give permissions to that account in Outlook.

- a. In Outlook, go to your calendar properties. Getting to that location might depend on the version of Outlook you're using, or how you have the view set up.

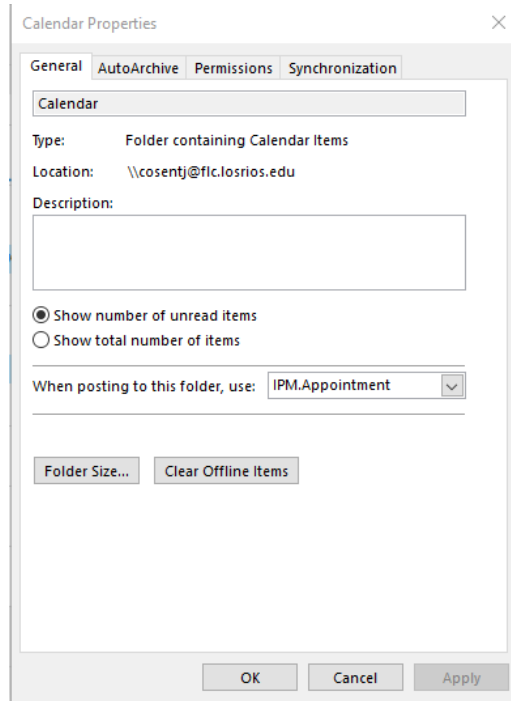
One way to get to the calendar properties is to click on the calendar icon at the bottom left corner of Outlook. It looks like this:



Click on that icon in the newer versions of Outlook (2016), and you should see a folder list that says **My Calendars**. The first entry below that should be your personal calendar with your email address following it. It would look similar to this:

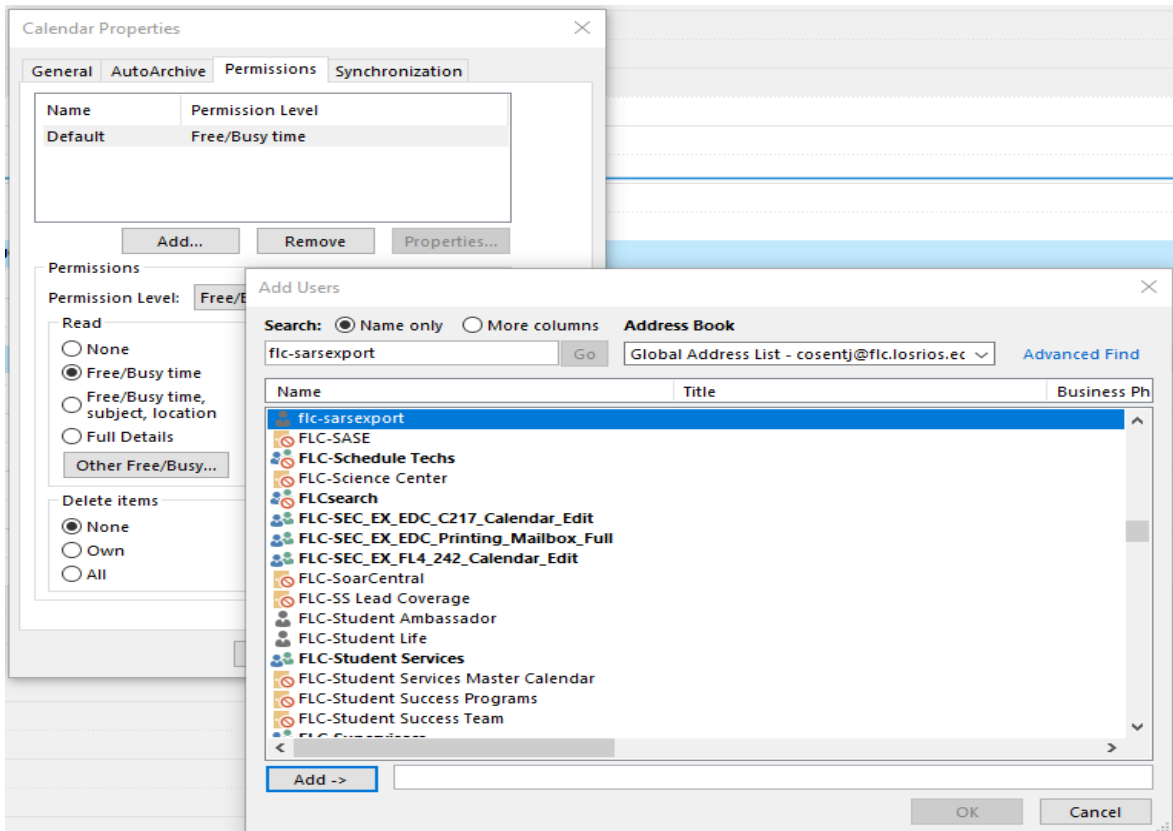


Right-click on your calendar (under My Calendars) and then click on **Properties**. A window will appear that will look like this:



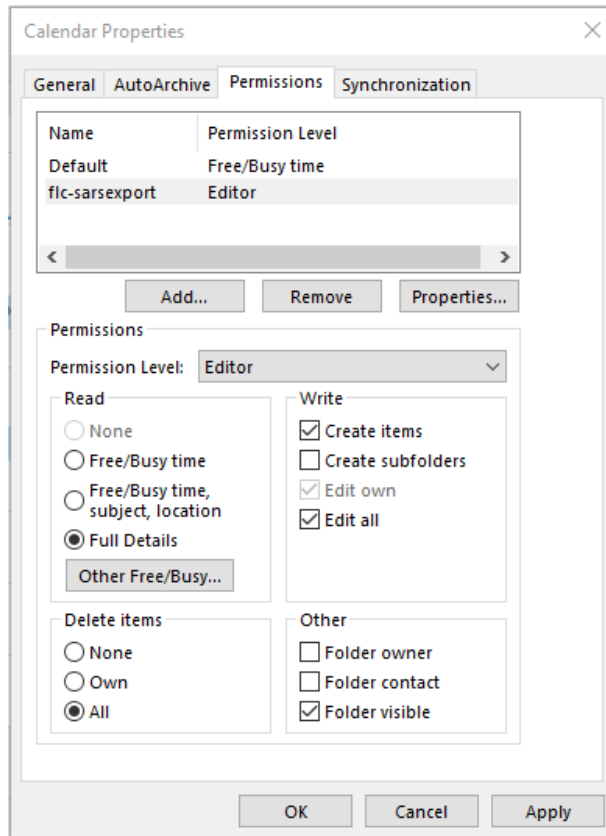
Click on the **Permissions** tab.

Then, click the **Add** button. In the the **Add Users** popup, search for **flc-sarsexport**.



Once you find **flc-sarsexport**, click the **Add** button at the bottom of the search window, and then **OK**.

Now, you need to give the flc-sarsexport account permissions to edit your calendar. Highlight the newly added **flc-sarsexport** account and then under **Permission Level** below select **Editor**.



Click OK.

STEP 2

The next part of this setup process is to make some changes in SARS Anywhere.

Important: The SARS Anywhere export to Outlook only works for one location. If you have a schedule on more than one location in SARS, you'll only be able to set up the export for one location; you won't be able to see your SARS schedule in Outlook for other locations.

To set up SARS Anywhere to export to your Outlook calendar:

- a. Login to SARS Anywhere.

b. Click on the Configuration gear in the upper right corner.



c. Click the Export tab.

Configuration

Drop-in

Export Configuration

Settings

Location: ADVISING Export Enabled

Days: From Today: 2, Number: 5

Export: All Time Slots, Student Contacts Only

Appointment Settings

Subject: Student Contact (Default), Location: Blank (Default)

Body: Comments (Default), Reminder: Use, Minutes Before: 5

Schedule Codes, Save Export Settings

OK, Cancel

Export Configuration - Settings

- d. Location: Use the dropdown to select the desired location you want to export.
- e. Days: Specify the number of days in advance to start the export process. "0" means to include today. "1" means to start tomorrow. "2" means to start the day after tomorrow, etc.
- f. Export: Select all time slots, or choose just to export booked appointments with students.

Appointment Settings

- g. Subject: Use the dropdown to select the information to display in the Subject field in the appointment field within Outlook.
- h. Location: Use to select the information to be displayed in the Location field in the Outlook appointment.
- i. Body: Use to select the information to be displayed in the body of the Outlook appointment.
- j. Reminder: Use to activate a feature that provides an audible beep and popup message about upcoming appointments.
- k. Schedule Codes: **This is important!** Click on the button and then click the checkbox next a Schedule code you want activity exported to your Outlook calendar. When you select a Schedule Code, you also need to click in the Status box to display the dropdown menu there. When you do, you will have a choice of showing the appointment in Outlook as Free, Tentative, Busy, Out of Office as appropriate. A status MUST BE SELECTED for each checked Schedule Code.

Save and repeat for each schedule code to be exported. Then close.

When done, click Save Export Settings. Click OK to exist the screen.

If everything is working correctly, the Outlook calendar should begin to display SARS information about 15 to 20 minutes after the setup.