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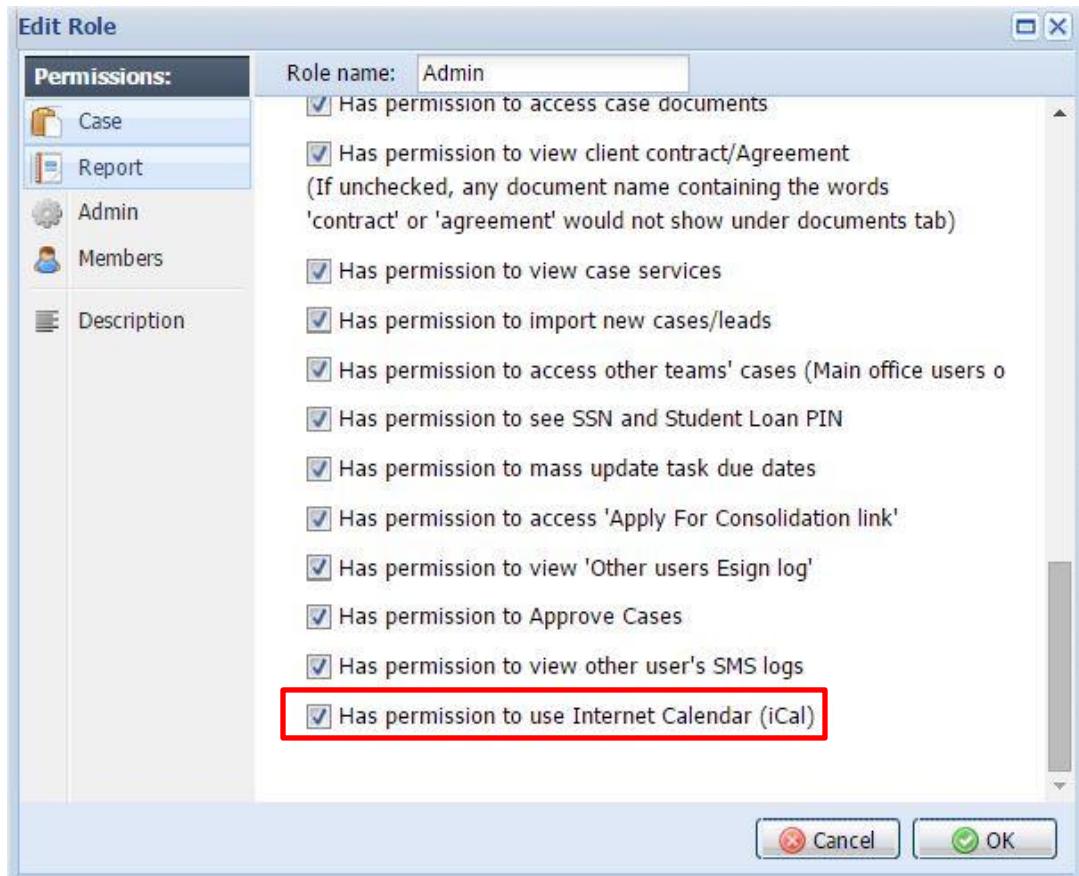<p align="center">**Instructions for Using**</p>
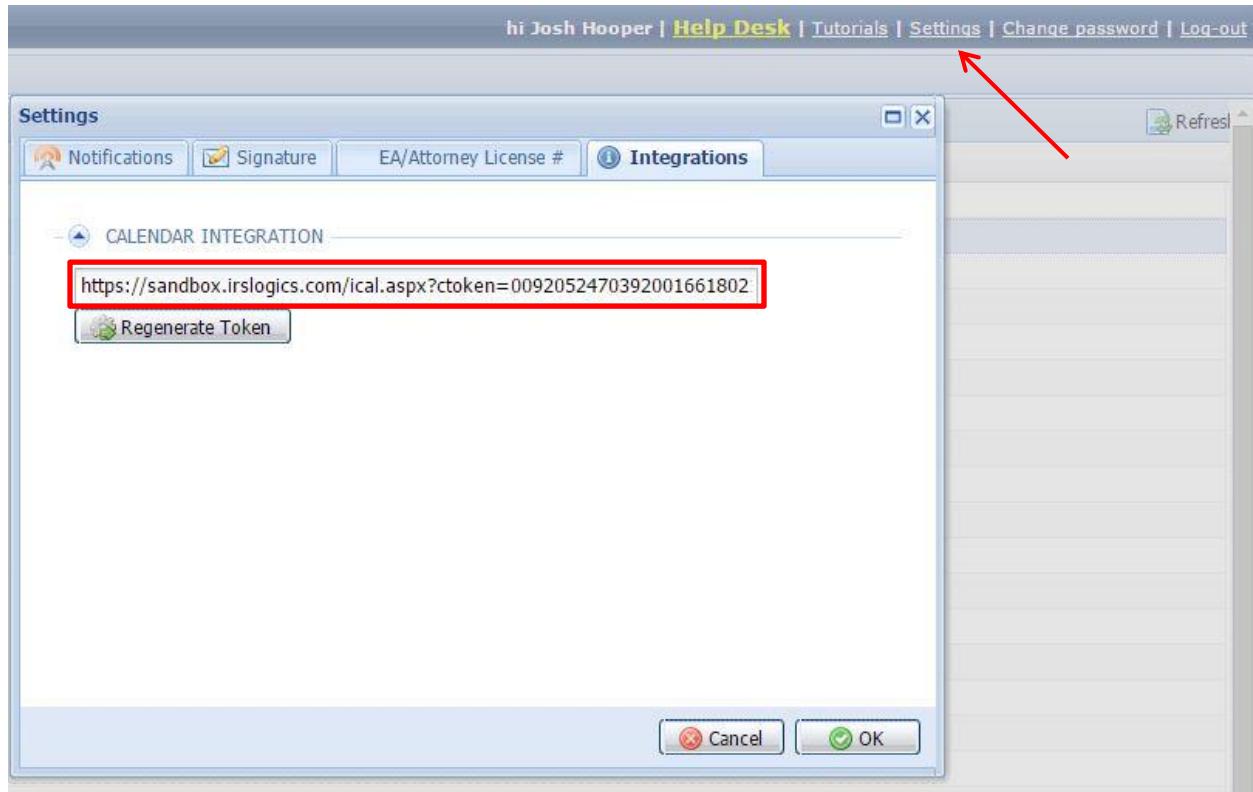
Internet Calendar (iCal)

<p align="center">**To Populate Your Logics Calendar in MS. Outlook**</p>

You can share your Logics Calendar with your Outlook by completing the following steps:

1. Make sure your role has the required permission for using iCal.
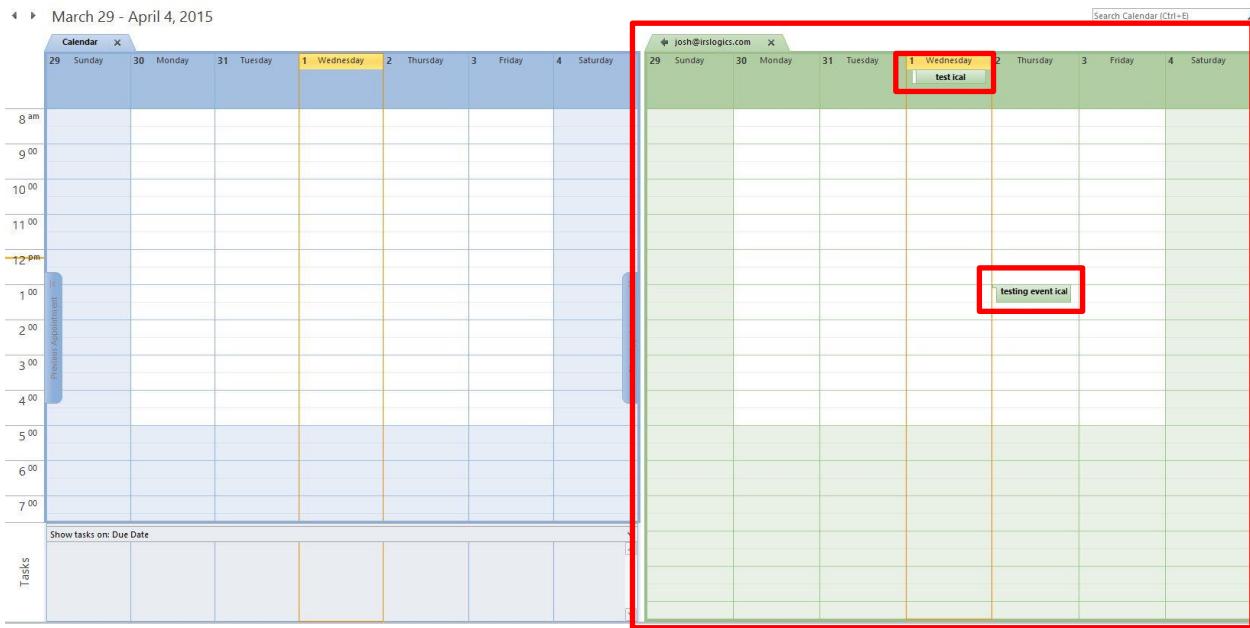
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2. Go to your Logics account's User Settings and under Integration tab, Calendar Integration section, copy the URL. You do not need to click on Regenerate Token button. Just click OK to close the settings window.

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3. In your Outlook, go to the calendar section. On the top menu, click on Open Calendar. From the drop down options, click on From Internet and paste the URL you copied form Logics into the URL field. Press OK.
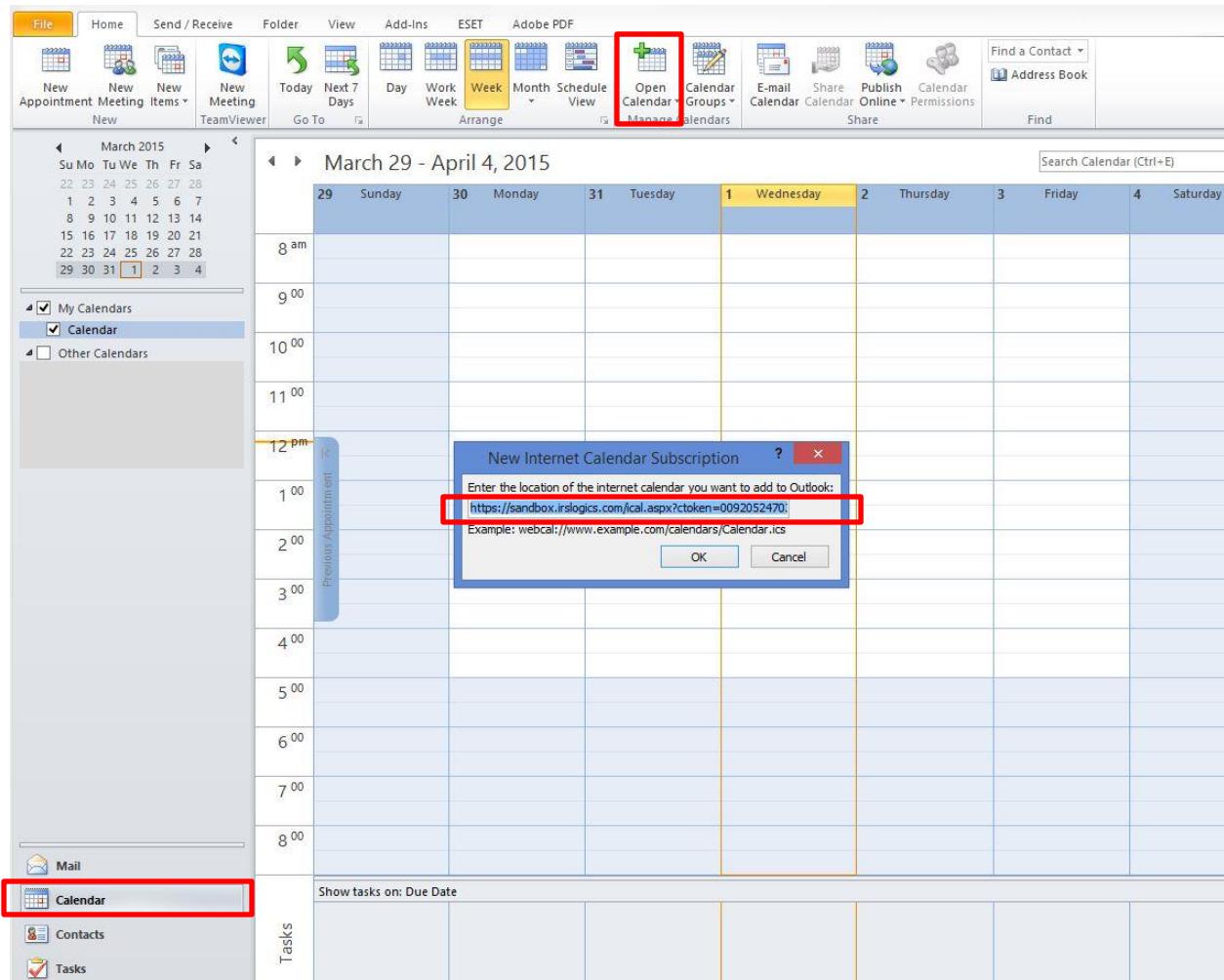
4. You will see that a new calendar is added to your outlook which shows your Tasks and Events in Logics Calendar.

5. To sync your Outlook with your Logics calendar at any time, click on Send/Receive button as shown below.
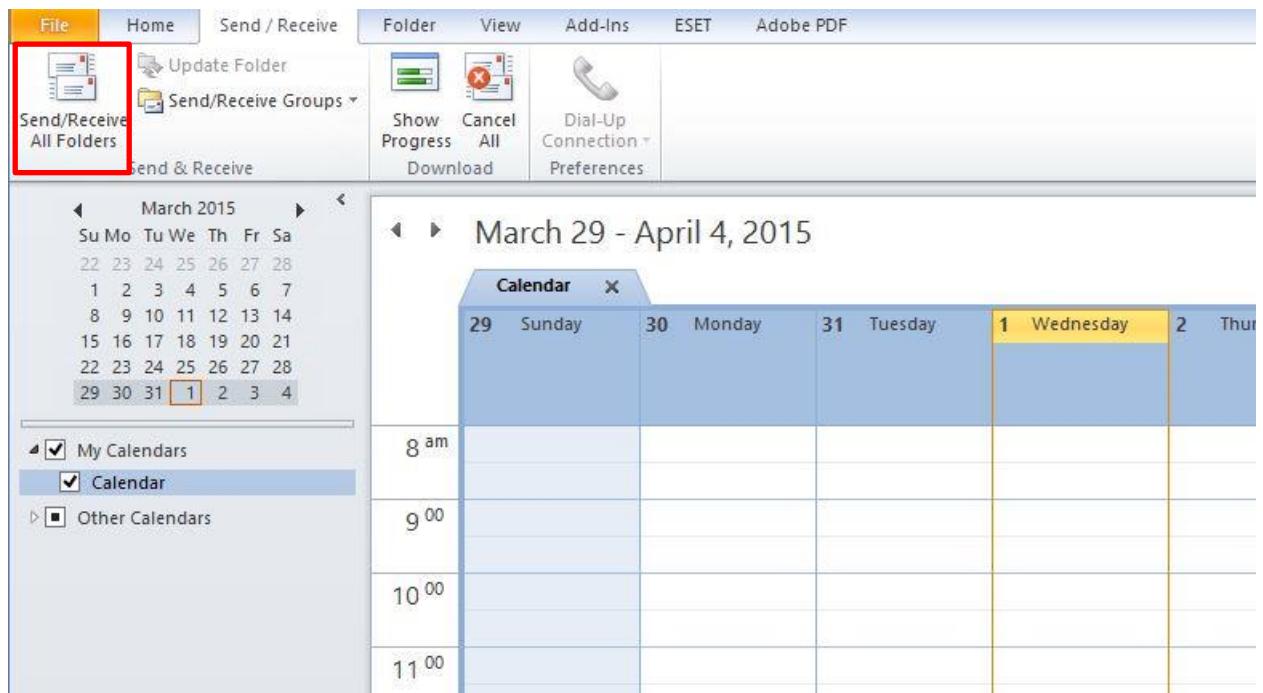
6. To adjust the interval for Send/Receive recurrence on your Outlook, you need to go to your Outlook Options under File menu and click on Advanced. In Advanced setting page, find Send/Receive sections and click on Send/Receive… button. In the pop up window set the interval, as shown in the below screenshots.
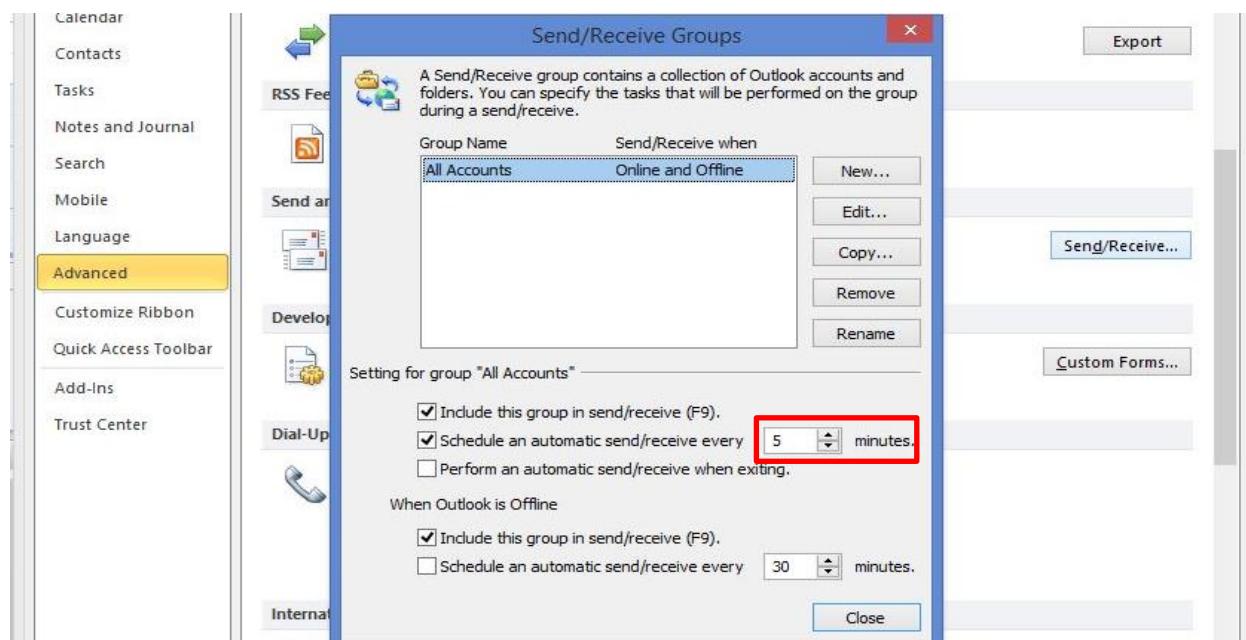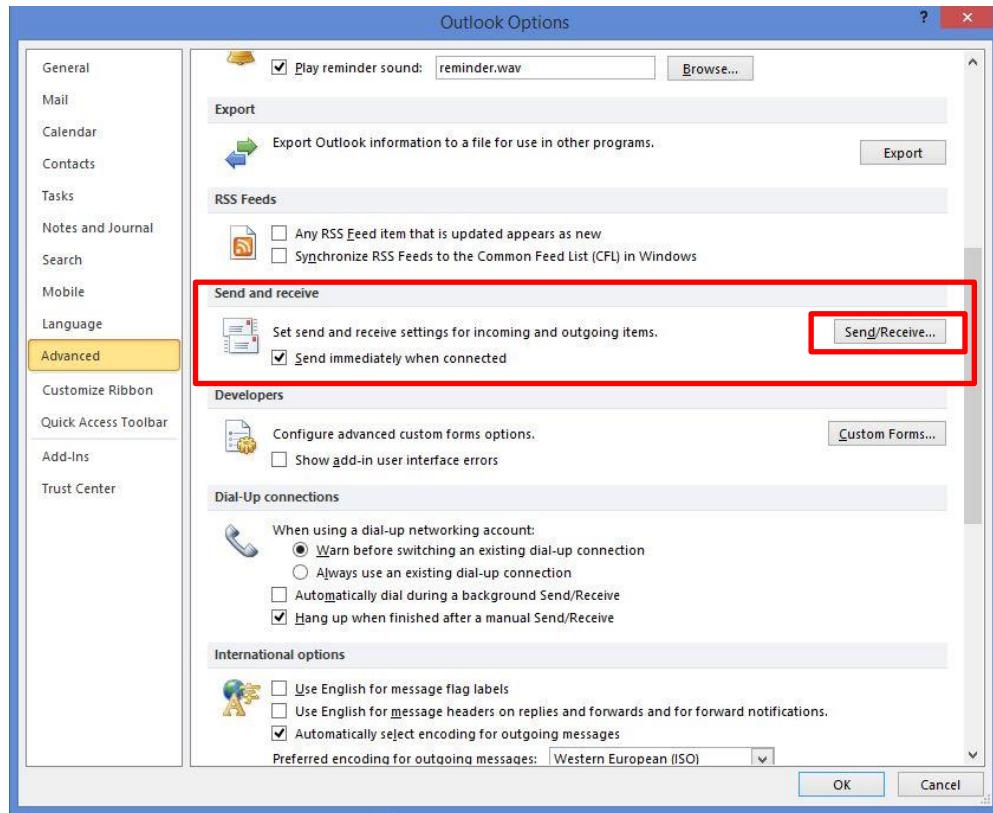
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Notes

1. You cannot make any changes to the tasks and events from Outlook. You can only see a view of your Logics calendar in your Outlook using iCal feature. For making any changes, you still need to go to your Logics account.
2. I Logics, under Settings/Integrations/Calendar Integration if you press the Regenerate Token button, and then click OK, a new token will be created for your iCal. When a new token is created, your current iCal in Outlook will not be in sync with your Logics calendar any more. You will need to copy the new URL and add an internet calendar in Outlook, as described in step 3 above.