Set GradLeaders Calendar to Sync With Outlook Calendar

If GradLeaders (formerly GTS) appointments aren't showing up on your Outlook calendar, follow the steps below to resolve the issue.

Step by step guide

1. Launch Outlook
2. Click the Calendar tab to open the Calendar view
3. Right click on the affected calendar > click Properties > click Permissions
4. Click the Add... button to add a user:

   Calendar Properties

<table>
<thead>
<tr>
<th>Name</th>
<th>Permission Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Free/Busy time</td>
</tr>
<tr>
<td>Anonymous</td>
<td>None</td>
</tr>
</tbody>
</table>

   Add Users

   Search: Name only, More columns

   s_web_GTS > click Go:

   Add Users

   Calendar Properties

   Name: s_web_GTS
   Default: Free/Busy time
   Anonymous: None
   s_web_GTS: Publishing Editor

   Permissions
   Permission Level: Publishing Editor

1. Select the radio button to search for "More columns"
2. type "s_web_GTS" > click Go:
3. Double-click the search result "s_web_GTS" to add > Click OK
4. Click "s_web_GTS" to select/highlight > and select Publishing Editor from the Permission Level: drop-down menu.
Help us improve

Your Rating: ★★★★★
Results: ★★★★★
8 rates

Related articles

Page: Yale Fonts Not Displaying Correctly in MSOffice