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](image)

1. Select the radio button to search for "More columns"
2. Type "s_web_GTS" > click Go:

   ![Add Users](image)

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.

![Calendar Properties](image)
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