ASK Outlook Calendar Sharing

The latest update to ASK brings back Outlook Calendar integration with your appointment blocks and advising appointments. Here are the steps you should take to share your calendar with ASK to allow this integration.

1. Open Microsoft Outlook and open your calendar.
2. Click on ‘Calendar Permissions’ at the top of the application.
3. At the following window, click the ‘Add…’ button.

4. In the ‘Search’ field, enter [ASK TASC O365].

5. Click the ‘Add ->’ Button at the bottom of the window and click ‘OK’.
6. At the previous window select [ASK TASC O365] from the list and click the ‘Permission Level’ dropdown and select Editor.

7. Click ‘Apply’ and then ‘OK’.

ASK should now be able to create Outlook appointments for you when you create Appointment Blocks and when students schedule an appointment with you. These will be handled automatically by ASK when these events occur.

Note that changes made in Outlook will not mirror onto ASK. Any changes made in ASK will be reflected in Outlook however.