



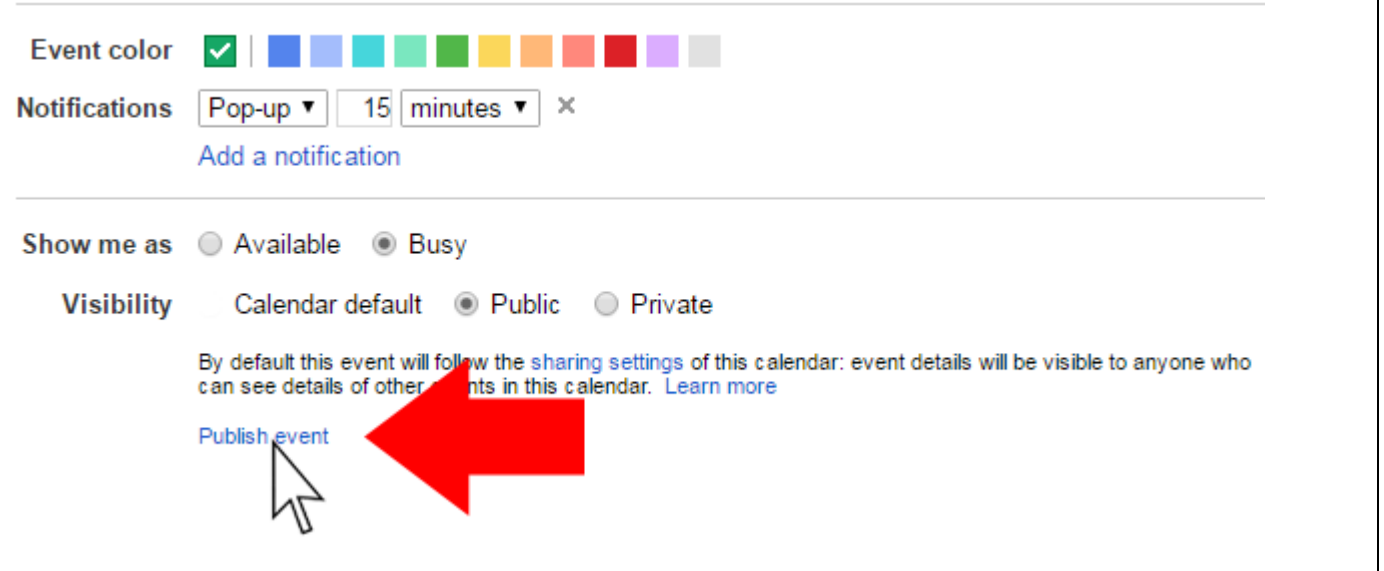
How Do I Create a bCal Calendar Link in my Email?

This How Do I provides instruction on how to insert a link of your Haas calendar event into emails so that your guests can view and add your event to their calendars with one click.


If you need instructions on how to create calendar events, [click here for the How Do I Create a bCal Calendar Invitation?](#)

Step	Procedure
1	Go to your bCal calendar and open your event details .

Step	Procedure
2	Towards the bottom of your details page, make sure to set the Visibility for this event to Public . This ensures that your guests can see all the details of your event.

Step	Procedure
3	<p>Now click on the Publish event link below the Visibility options.</p>  <p>The screenshot shows the following settings:</p> <ul style="list-style-type: none"> Event color: A row of color swatches with the first one (green) selected. Notifications: A dropdown menu set to 'Pop-up', a text box with '15', and a dropdown menu set to 'minutes'. There is an 'x' icon to the right and a link 'Add a notification' below. Show me as: Radio buttons for 'Available' and 'Busy', with 'Busy' selected. Visibility: Radio buttons for 'Calendar default', 'Public', and 'Private', with 'Public' selected. Text: 'By default this event will follow the sharing settings of this calendar: event details will be visible to anyone who can see details of other events in this calendar. Learn more' Action: A blue link 'Publish event' with a mouse cursor and a large red arrow pointing to it.

Step	Procedure
4	<p>A dialog box will appear with options to (a.) copy the code (for publishing to a website); or (b.) to copy the link. Choose to copy the link.</p>



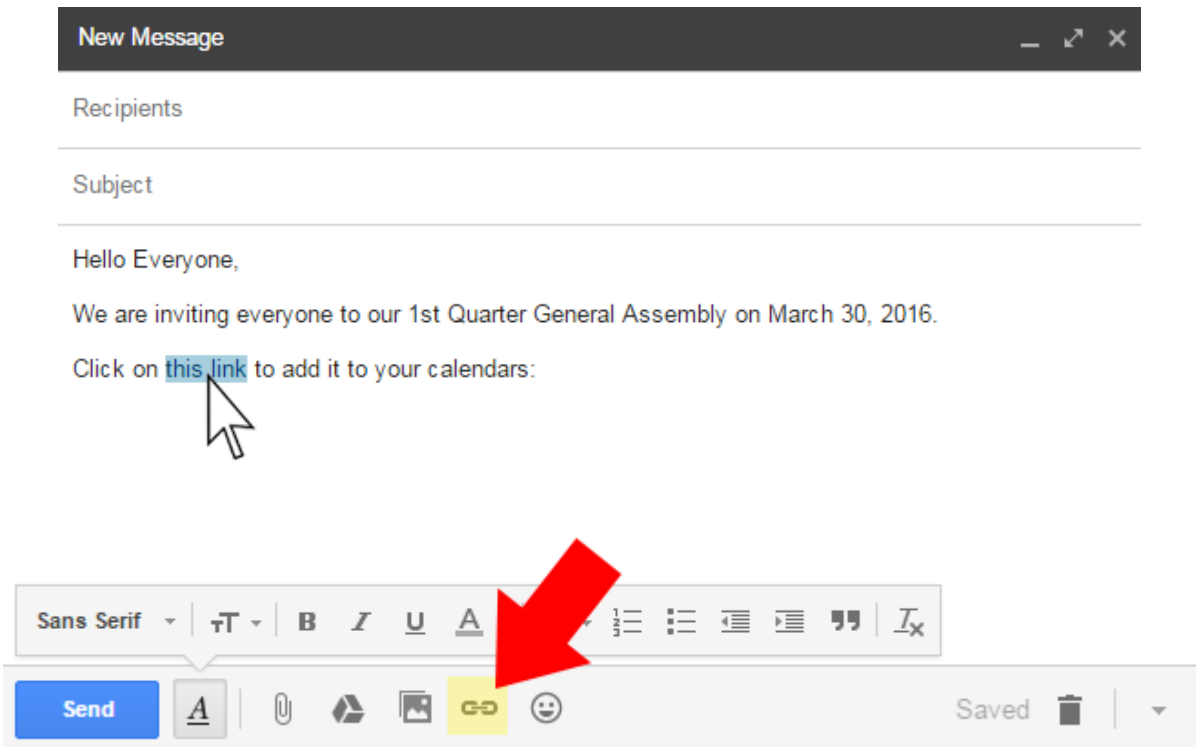
The dialog box titled 'Publish event' contains the following content:

- Header:** 'Publish event' with a close button (x) in the top right corner.
- Logo:** 'Google Calendar' logo.
- Text:** 'Put this code on your site so that visitors can easily add this event to their Google Calendar.'
- Code Block:**

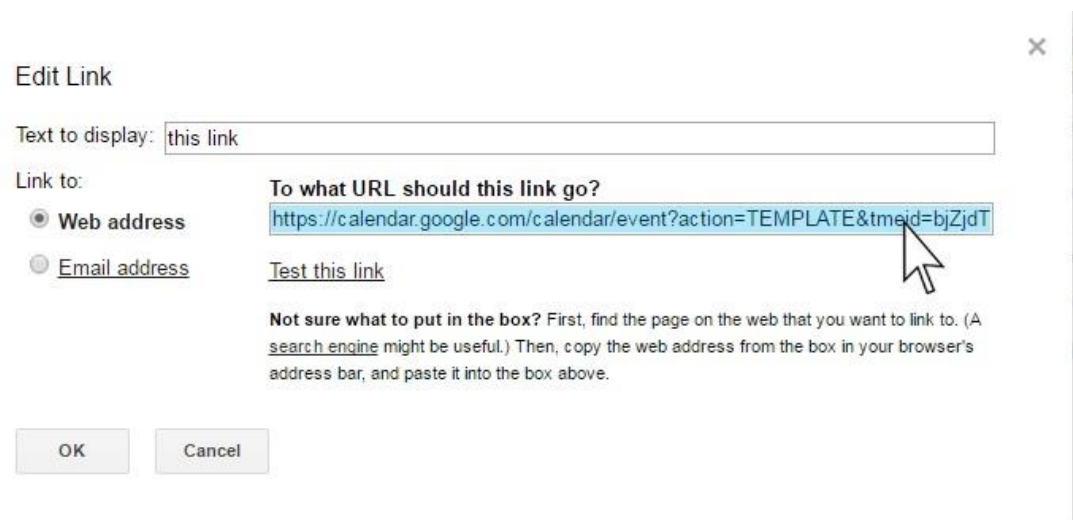
```
<a target="_blank" href="https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=bjZjdTlxMWxoanY4dDN0cDU2c2pkMWphdjggZWR3aW5fa2h1QGJlcmTlbGV5LmVkdQ&tmsrc=oski_bear%40berkeley.edu"></a>
```
- Text:** 'Or copy the link:'
- URL Text Box:**

```
https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=bjZjdTlxMWxoanY4dDN0cDU2c2pkMWphdjggZWR3aW5fa2h1QGJlcmTlbGV5LmVkdQ&tmsrc=oski_bear%40berkeley.edu
```
- Buttons:** An 'OK' button at the bottom left.

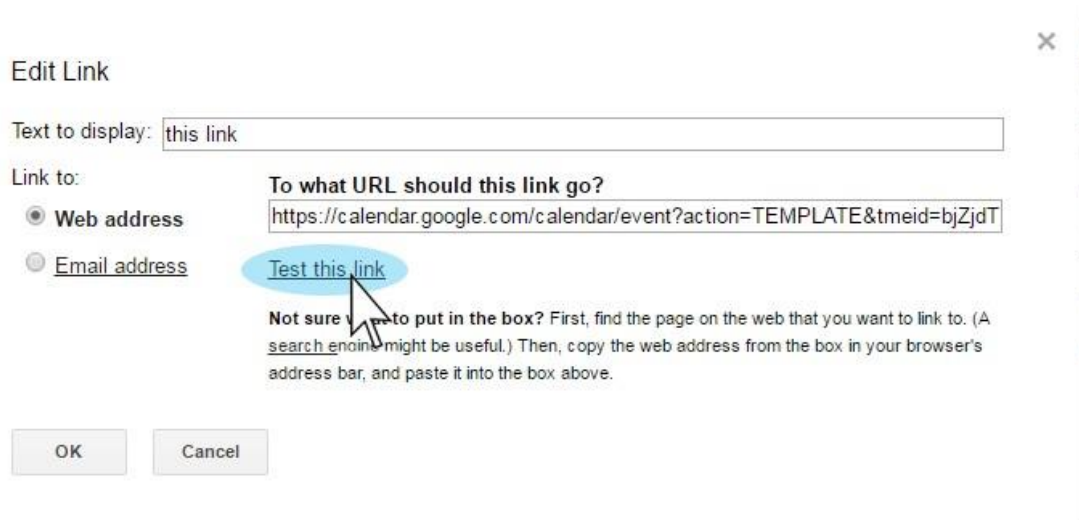
Step	Procedure
5	<p>Now go to the body of your email and create the hyperlink.</p> <p>Just highlight the text you want as your clickable link, then click on the hyperlink button in your bMail editor (at the bottom of your composition box, between the 'insert image' and 'insert emoticon' buttons).</p>



Step	Procedure
6	<p>An Edit Link box will appear. Paste the Publish event link into the To what URL should this link go? box.</p>



Step	Procedure
7	<p>Click on Test this link to confirm that your link is functioning properly.</p> <p>Once you verify the link, click OK to complete the process.</p>



Step	Procedure
8	<p>Your calendar event should now be embedded into your email and ready for distribution to your guests.</p> <p><i>Note: Before hitting Send, you can still edit the hyperlink if needed by clicking on the hyperlink text once and choosing Change or Remove from the resulting options.</i></p>

