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?

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>1</td>
<td>Go to your bCal calendar and open your <strong>event details</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Towards the bottom of your details page, make sure to set the <strong>Visibility</strong> for this event to <strong>Public</strong>. This ensures that your guests can see all the details of your event.</td>
</tr>
</tbody>
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## How Do I Create a bCal Calendar Link in my Email? (Continued)

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<td>3</td>
<td>Now click on the <strong>Publish event</strong> link below the Visibility options.</td>
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### Event color
- Color selection fields

### Notifications
- **Pop-up**: 15 minutes
- **Add a notification**

### Show me as
- Available
- Busy

### Visibility
- Calendar default
- Public
- Private

> 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](#)

### Publish event

**Put this code on your site so that visitors can easily add this event to their Google Calendar.**

```html
<a target="_blank" href="https://calendar.google.com/calendar/event?action=TEMPLATE&amp;teid=bjZldTlxMWxoaY4dDN0cDU2c2pkMWphdjggZWR3aW5fa2h1QGJlcmtibGV5MVkQ&amp;tmsrc=oski_bear%40berkeley.edu"><img border="0" src="https://www.google.com/calendar/images/ext/gc_button1_en.gif"/></a>
```

**Or copy the link:**

```html
https://calendar.google.com/calendar/event?action=TEMPLATE&amp;teid=bjZldTlxMWxoaY4dDN0cDU2c2pkMWphdjggZWR3aW5fa2h1QGJlcmtibGV5MVkQ&amp;tmsrc=oski_bear%40berkeley.edu
```

**OK**

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| 5    | **Now go to the body of your email and create the hyperlink.**  
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). |
| 6    | **An Edit Link box will appear. Paste the Publish event link into the To what URL should this link go? box.** |

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**New Message**

Recipients

Subject

Hello Everyone,

We are inviting everyone to our 1st Quarter General Assembly on March 30, 2016.

Click on **this link** to add it to your calendars:
### Step 7

Click on **Test this link** to confirm that your link is functioning properly.

Once you verify the link, click **OK** to complete the process.

![Edit Link](image)

**Text to display:**

**Link to:**

- **Web address:**
  - [https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=bjZpdT](https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=bjZpdT)

**Note:**

- Click on **Test this link** to confirm that the link is functioning properly.
- Click **OK** to complete the process.

### Step 8

Your calendar event should now be embedded into your email and ready for distribution to your guests.

*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.*