

Slate - Appointment Portal Calendar Intergration

Linking Your A-State Email Calendar with Slate

Follow the steps below to link your A-State email calendar with Slate and vice versa.

Get Your Calendar Link

1. Log in to your email calendar.
2. Click the **Settings** button (gear icon in Outlook).
3. Click **Shared Calendars**.
4. Under **Publish a Calendar**, select the appropriate calendar and permission level.
5. Click **Publish**.
6. Copy the generated ICS link.

Share Your Calendar with Slate

1. Log in to Slate and navigate to **Events > [Calendars](#)**.
2. Click **Add New Calendar**.
3. Select **ICAL Feed** as the service, then click **Continue**.
4. Enter a name (for example, **First Last Calendar**).
5. Choose a folder.
6. Confirm that you are listed as the user.
7. Paste the ICS link into the **URL** field.
8. Set the appropriate time zone.
9. Click **Save**.

Share Your Slate Calendar with Your External Calendar

1. Log in to Slate and navigate to **Events**.
2. Scroll down until you see **iCal Subscribe** in the right-hand menu.
3. Click **Your Events** under **iCal Subscribe**.
4. A dialog box will open prompting you to open your external email calendar.
5. Click **OK**.
6. Once your email application opens, click the **Calendar** icon to display the **Subscribe from Web** page.
7. The subscription link will be automatically populated but is missing one component.
8. Add **webcal:** to the beginning of the link.
9. Click **Import** to complete the subscription.

Your A-State calendar appointments will now appear in Slate and will affect your appointment availability. Likewise, your Slate appointments will appear on your external calendar.

For more information about availability settings and configuring PTO, click [here](#).

Revision #3

Created 2026-06-29 13:11:42 UTC by Kristopher Keys

Updated 2026-06-29 13:41:24 UTC by Kristopher Keys