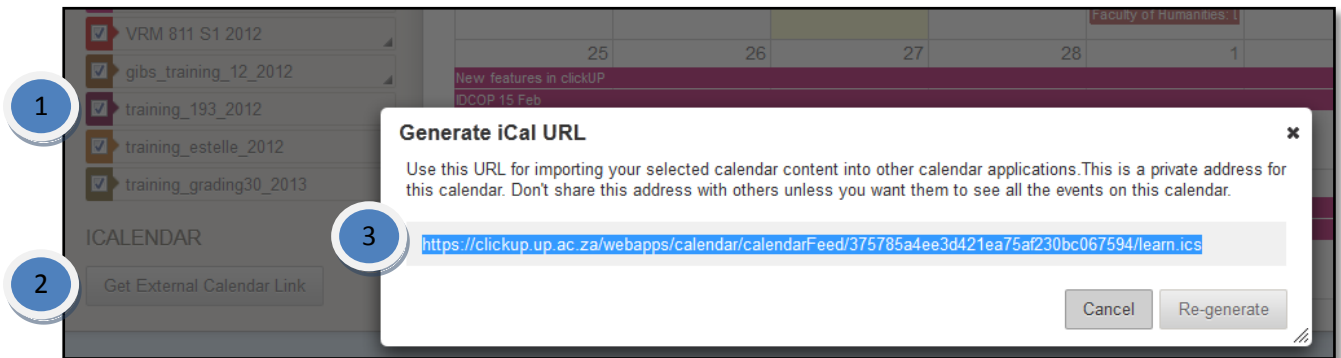


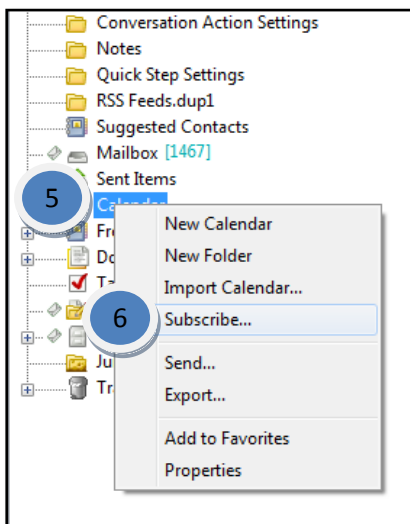


How do one integrate the clickUP Calendar with GroupWise?

The Steps



1. Select which course calendars you want to include in Groupwise using the tick boxes in front of the course names
2. Go to your **clickUP calendar**. At the bottom of the calendar you will find the **Get the External Calendar Link**.
3. Copy that link
4. Open your GroupWise



5. In the Folder List, right-click the main GroupWise calendar
6. Click **Subscribe**
7. In the Location field, copy the URL of the clickUP calendar you are subscribing to
8. In the Folder Name field, type the folder name for the new clickUP calendar
9. In the Update Frequency drop-down list, select how often you want the calendar contents to be updated
10. Click **Subscribe**
11. Wait a few minutes. You will have to accept a security certificate
12. Click on your newly created and intergrated clickUP calendar and view your clickUP entries.