

Displaying Resource Availability With Calendar Integrations

Requires

CALENDAR
INTEGRATIONS

Displaying Resource Availability With Calendar Integrations

Prompt

Use the Calendar Integrations macro to display if a resource is open or booked.

Outcome

Let's say you have a meeting room or a piece of equipment, such as a projector, that has its own calendar for reservations. With BrikIt Calendar Integrations, you can display the **availability** of this calendar very easily. This guide walks you through the steps.

Steps

Setup and configure a Calendar

Follow the steps described in [Setting up an Outlook Calendar Integration](#).

Navigate to the Page

Edit the page

Edit the page, or block if using [BrikIt Theme Press](#).

Add the [Outlook Calendar Events Month View Macro](#)

In the editing screen, add the macro.

Edit the Macro Parameters

Click the macro and click Edit. This opens the Macro Parameters window.

Check Compress Month View

When checked, "Compress Month View" means that each day will reflect only whether items are scheduled that day.

Check Show Available Time

This shows the availability (free time) of this resource. Days without events are 'free' to be scheduled.

Save the Macro Parameters Window and the Page

Note

Tip

Warning

Info

Related

- [Setting up an Outlook Calendar Integration](#)
- [Displaying Multiple Months of a Calendar](#)
- [Outlook Calendar Events Month View Macro](#)
- [Outlook Calendar Events Month View Macro Parameters and Key](#)