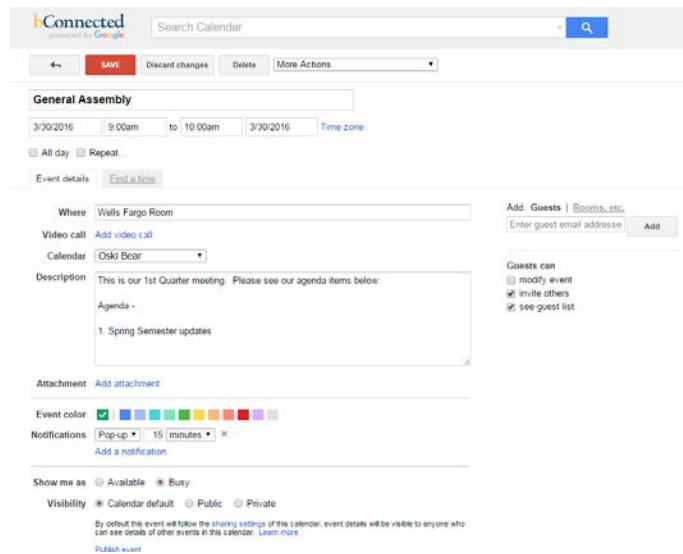
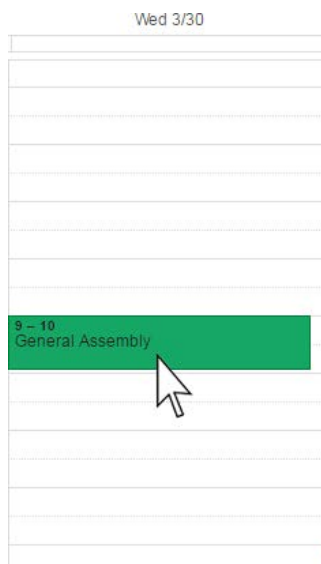


How Do I Create a bCal Calendar Link in my Email?

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. |

Show me as Available Busy

Visibility Calendar default Public Private

Making this event public will use all event details to anyone who has access to this calendar, even if they can't see details of other events. [Learn more](#)

[Publish event](#)

| Step | Procedure |
|------|--|
| 3 | Now click on the Publish event link below the Visibility options. |

Event color |


Notifications 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](#) 

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

Publish event x



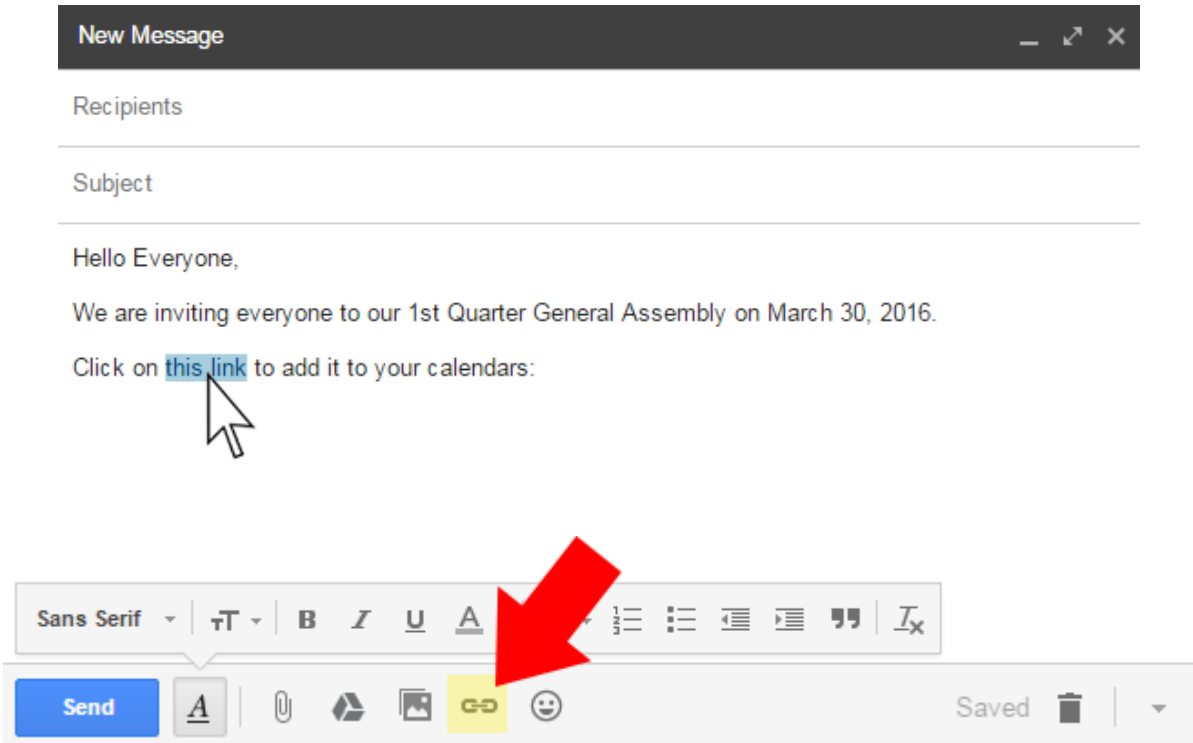
Put this code on your site so that visitors can easily add this event to their Google Calendar.

```
<a target="_blank" href="https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=bjZjdTlxMWxoanY4dDN0cDU2c2pkMWphdjggZWR3aW5fa2h1QGJlcmTlbGV5LmVkdQ&tmsrc=oski_bear%40berkeley.edu"></a>
```

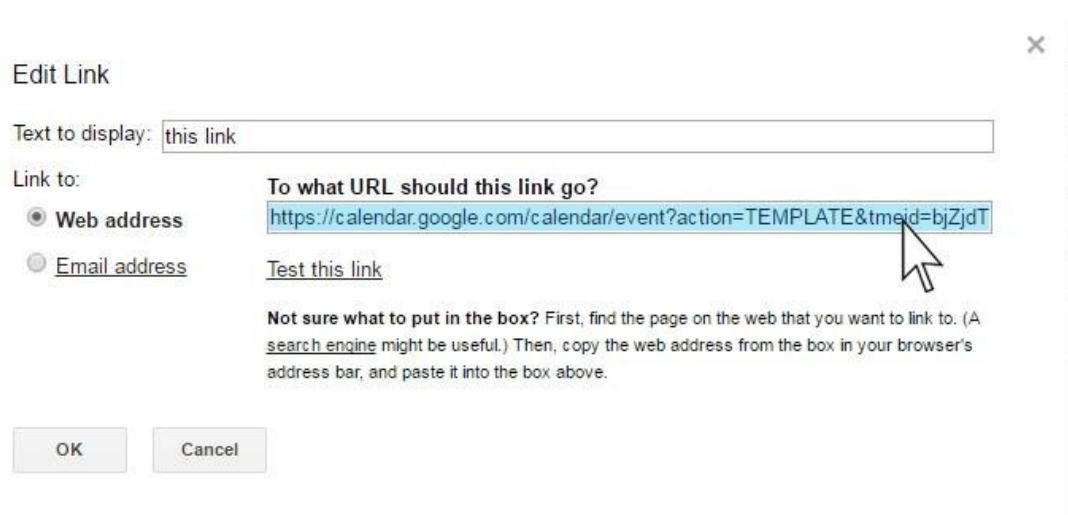
Or copy the link:

```
https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=bjZjdTlxMWxoanY4dDN0cDU2c2pkMWphdjggZWR3aW5fa2h1QGJlcmTlbGV5LmVkdQ&tmsrc=oski_bear%40berkeley.edu
```

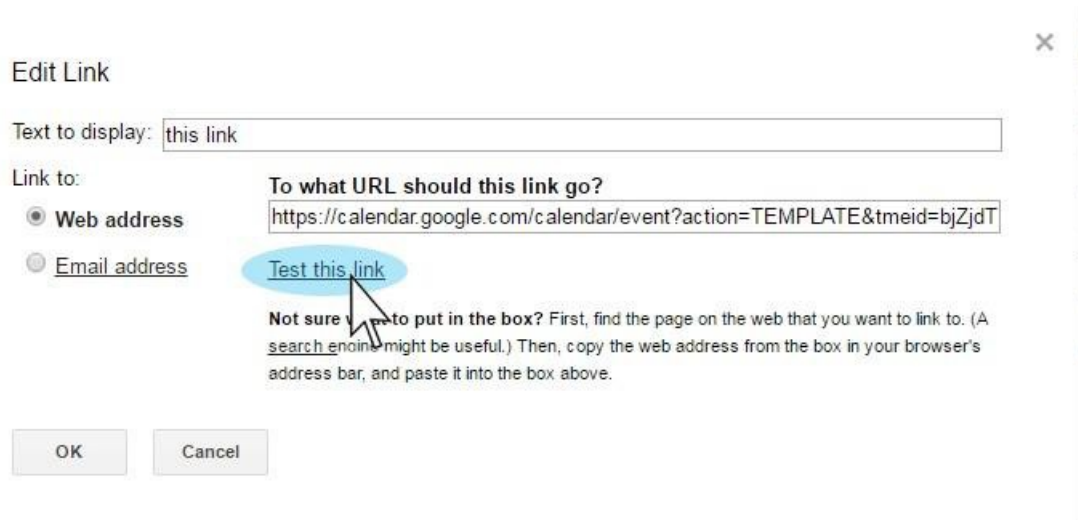
| Step | Procedure |
|------|--|
| 5 | <p>Now go to the body of your email and create the hyperlink.</p> <p>Just highlight the text you want as your clickable link, then click on the hyperlink button in your bMail editor (at the bottom of your composition box, between the 'insert image' and 'insert emoticon'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

