

# Subscribe to a Workspace Events Calendar

## Introduction

Each pursuit, whether that is an opportunity or a proposal, a project or a content library, is organized into a customizable and searchable Workspace, or security container. Each Workspace includes its own centralized Workspace Web Calendar, accessible via Privia Enhanced Web and Privia Pure Web platforms.

Proposal managers can create ad hoc or recurring events, and even color code each event based on their priority or team. The proposal team can view events by day, week, month, or timeline based on their local time zone, and quickly print for reference.

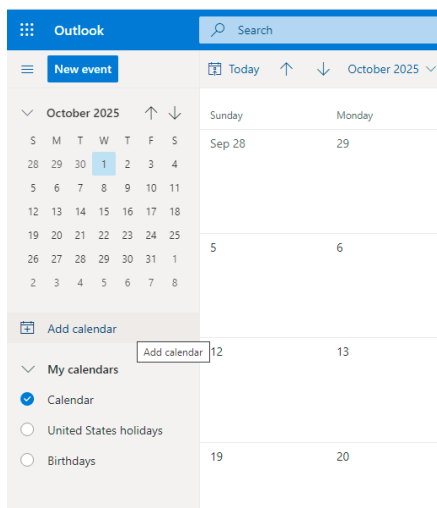
At the same time, Privia users subscribe to each Workspace Web Calendar they have access to (granted with Workspace access) and link it to their desktop calendar (e.g., Microsoft Outlook or Google Calendar). With greater visibility into the day-to-day proposal schedule, teams stay on the same page each step of the way, addressing scheduling conflicts more quickly, and more easily making commitments and play their schedule.

### How Do I Subscribe to a Workspace Web Calendar?

How a user subscribes to a Workspace Web Calendar depends on their calendar software. Once the user authenticates their credentials, Privia will synchronize all Workspace Calendars (that they are members of) to their calendar.

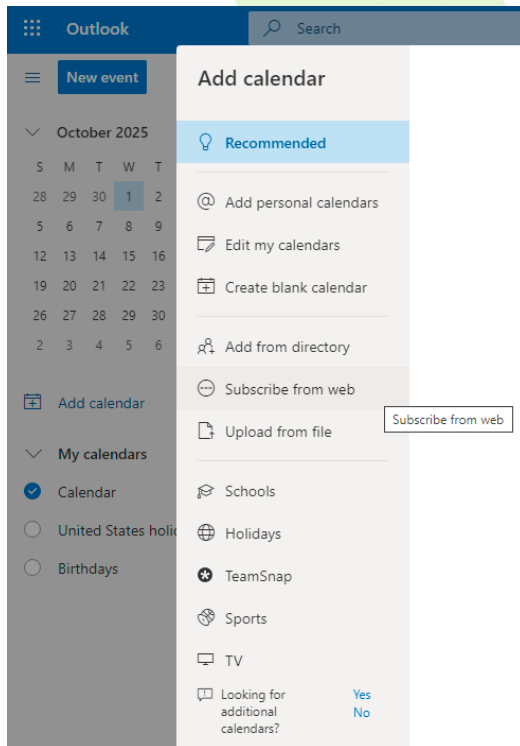
### Subscribe with Microsoft Outlook (Windows):

1. Login to Microsoft Outlook
2. Navigate to the Calendar view
3. Click “Add Calendar”



## Frequently Asked Question (FAQ)

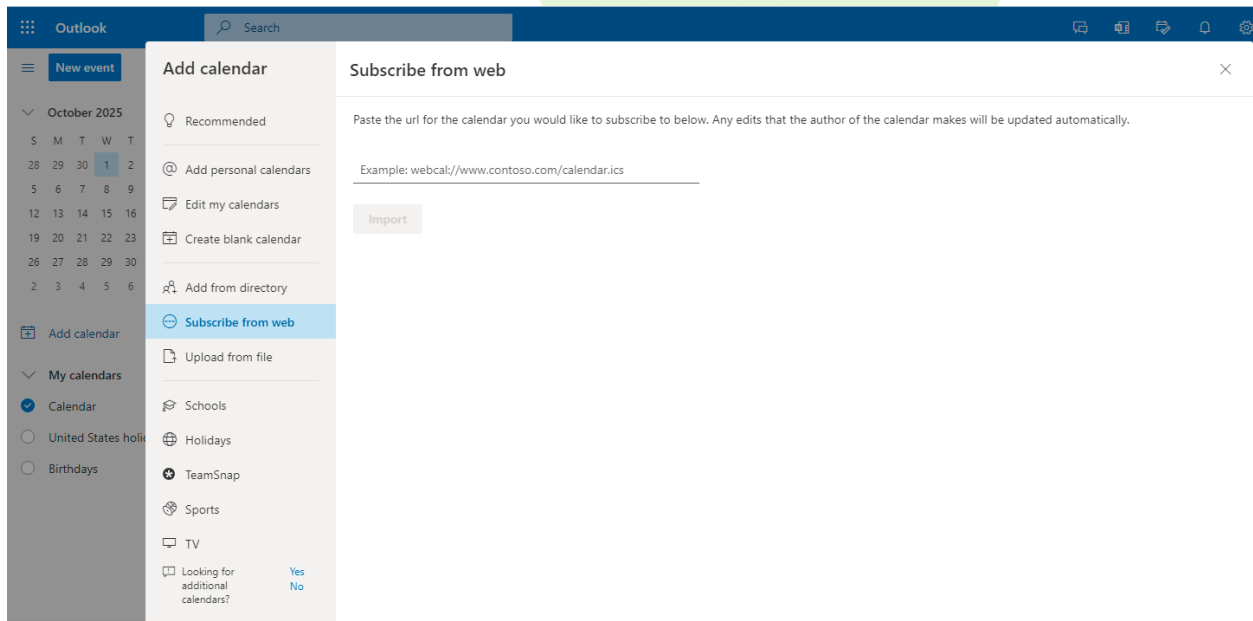
### 4. Click “Subscribe from the web”



### 5. You will be prompted to type in your URL. Define your Workspace Web Calendar URL as follows, updating the server name:

- <https://servername.privia.com/PriviaEventCalendar/UsrCal.aspx>

### 6. Enter your URL into the field.



## Frequently Asked Question (FAQ)

7. Click “Import”
8. You will be asked to authenticate your credentials.

Privia will sync all Workspace Web Calendars to your calendar. Any edits the Calendar owner makes will be updated automatically.

*What do I do if I don't see “Add Calendar”?*

*If you've collapsed the navigation pane next to the Calendar, you'll have to expand it to reach the “Add Calendar” feature.*

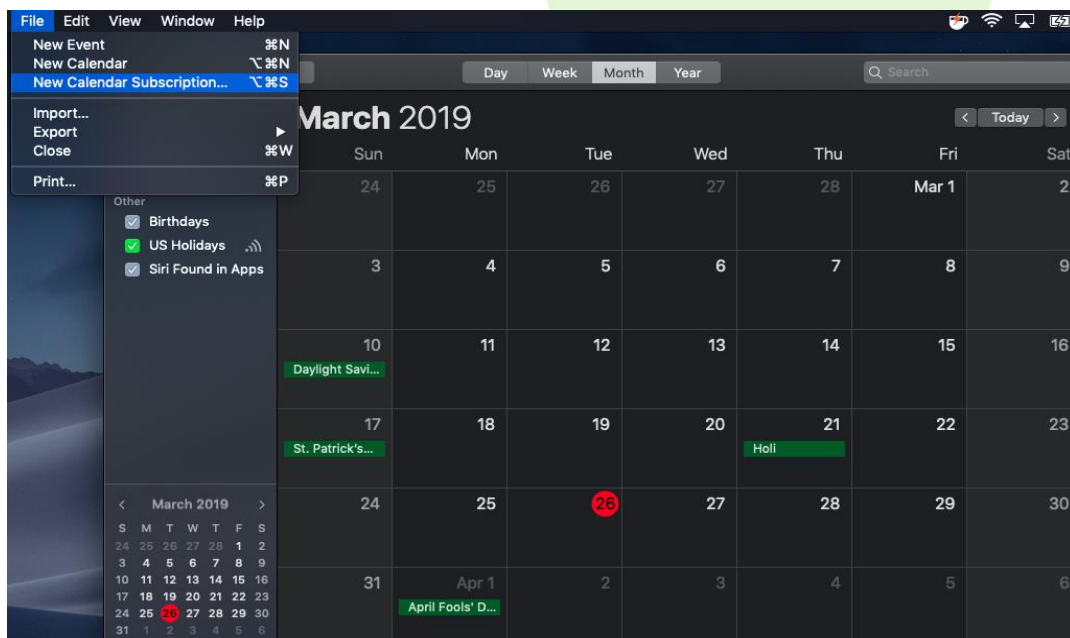
**Please Note:** How you view your calendar and your Workspace Web Calendars are configurable in your Calendar settings.

### Subscribe with Microsoft Outlook (MacOS):

1. Select the Calendar Application from your LaunchPad

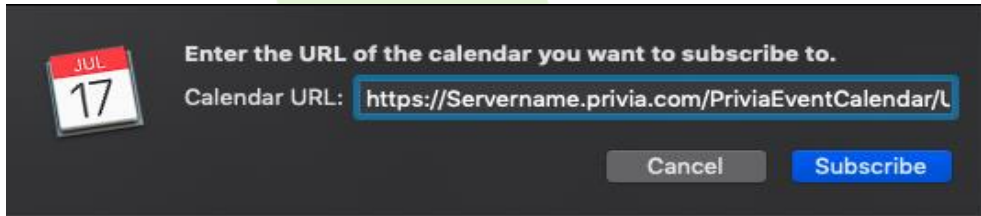


2. Navigate to File > New Calendar Subscription



## Frequently Asked Question (FAQ)

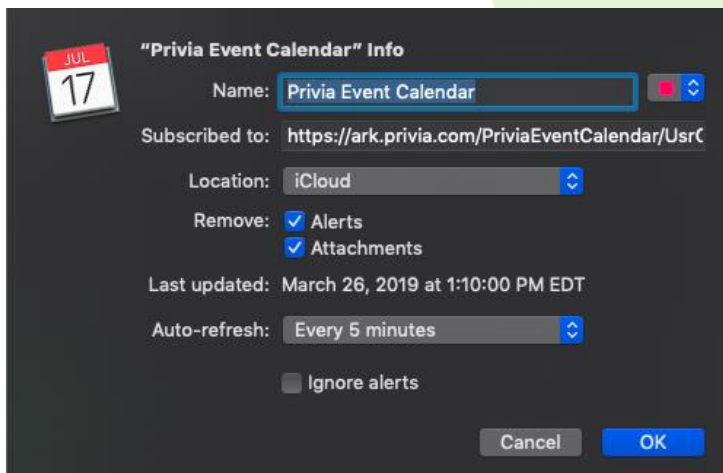
3. You will be prompted to type in your URL. Define your Workspace Web Calendar URL as follows, updating the server name:
  - <https://servername.privia.com/PriviaEventCalendar/UsrCal.aspx>
4. Enter your URL into the field.



Enter the URL of the calendar you want to subscribe to.

Calendar URL:

5. Select "Subscribe"
6. You will then be prompted to enter your username and password:
  - username : domain\username
  - Password: Your Privia password
7. You will be presented with the Calendar Info Pane, at which point you will set the Auto-Refresh rate to 5 Minutes and select "Ok"



"Privia Event Calendar" Info

Name:

Subscribed to:

Location:

Remove: ☒ Alerts ☒ Attachments

Last updated: March 26, 2019 at 1:10:00 PM EDT

Auto-refresh:

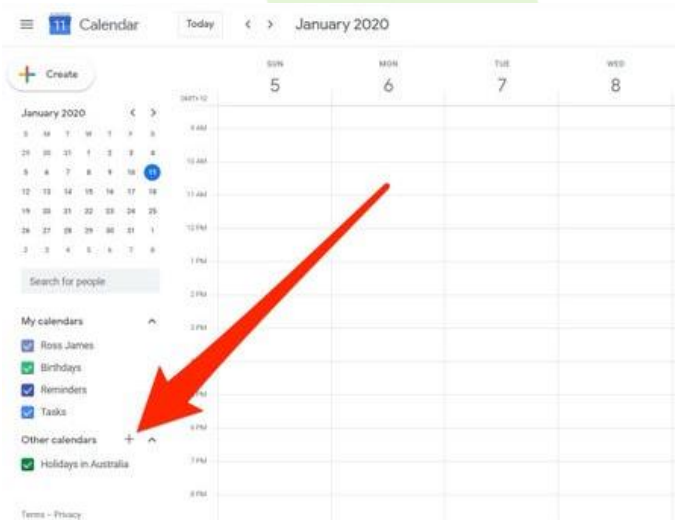
☐ Ignore alerts

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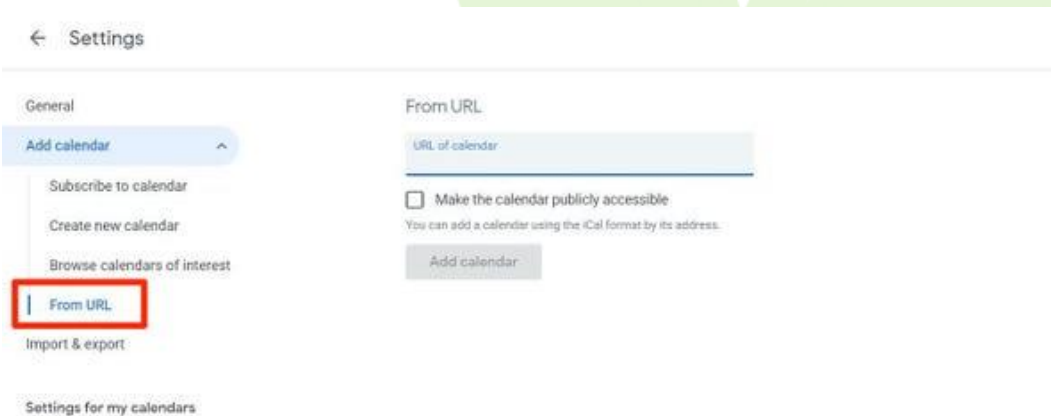
## Frequently Asked Question (FAQ)

### Subscribe with Google Calendar:

1. Login to Google Calendar
2. Look for “Other calendars” at the bottom-left and click the plus (+) symbol next to it



3. Select "From URL" from the pop-up menu



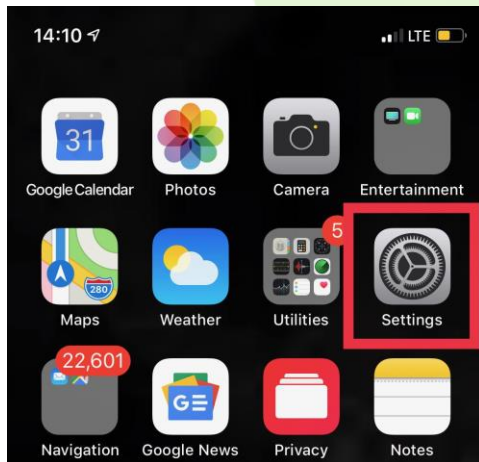
4. You will be prompted to type in your URL. Define your Workspace Web Calendar URL as follows, updating the server name:
  - <https://servername.privia.com/PriviaEventCalendar/UsrCal.aspx>
5. Enter your URL into the field.
6. Click “Add Calendar”
7. You will be asked to authenticate your credentials and Privia will sync all Workspace Web Calendars to your calendar.

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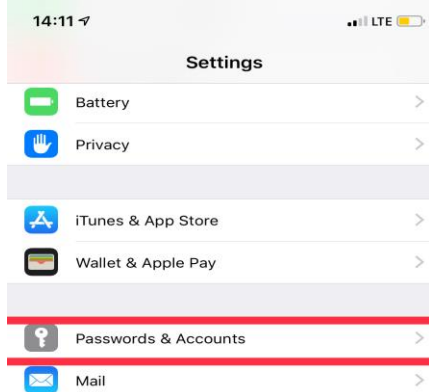
## Frequently Asked Question (FAQ)

### Subscribe with IOS:

#### 1. Navigate to "Settings"



#### 2. Under "Settings", Scroll down to the "Passwords & Accounts Tab"

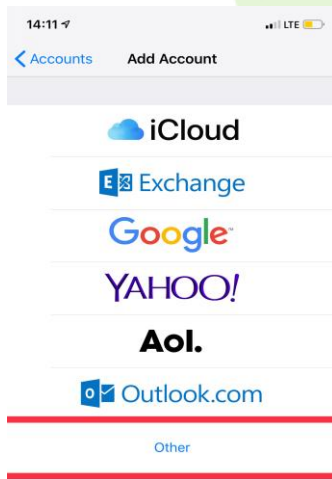


#### 3. Under "Passwords & Accounts", you will then navigate to "Add account"

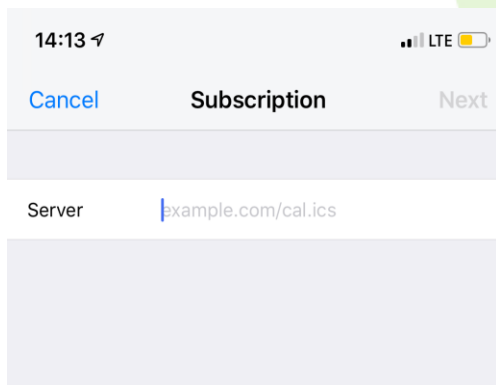


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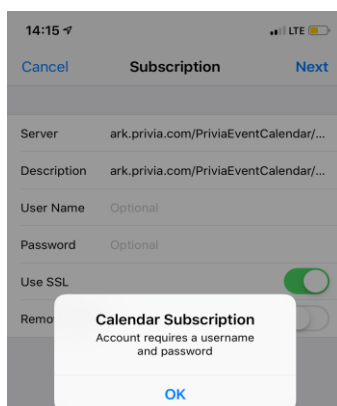
4. Within the “Add Account” selection screen, select “Other”



5. You will be prompted to type in your URL. Define your Workspace Web Calendar URL as follows, updating the server name:
  - <https://servername.privia.com/PriviaEventCalendar/UsrCal.aspx>
6. Enter your URL into the field.



7. You will be prompted for a username and password





## Frequently Asked Question (FAQ)

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8. Upon entering the username and password, select “next” followed by “Save”

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