

PagerDuty Exporting On-Call Schedules to Your Calendar Application

You can export and integrate PagerDuty on-call schedules with your calendar application (Outlook [Microsoft], iCal [Apple], GCal [Google]).

Doing so will allow you to view an automatically updated on-call schedule without needing to login to PagerDuty.

There are two kinds of schedule integrations you can download:

- Your Personal On-Call Schedule.
- A Full On-Call Schedule.

Exporting Your Personal On-Call Schedule

You can export and load your **personal** on-call schedule. This calendar will display all scheduled dates/times where **you are on-call**. For instance, you are on-call for two different services on alternating weeks. This calendar will remind you which service you are on-call for and when. This is a good way to set reminders in your phone/calendar when you are scheduled to be on-call.

- In the upper-right corner of PagerDuty, click the profile drop-down and select **My Profile**.



- Click the User Settings tab

pagerduty Dashboard Incidents Configuration Analytics

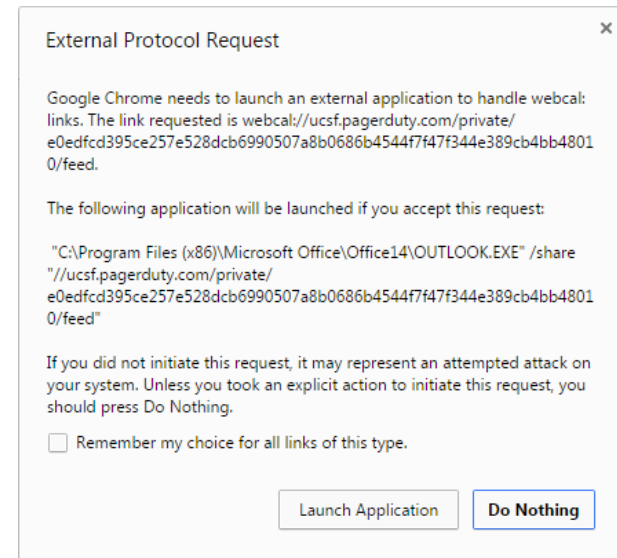
Test User

Contact Information Notification Rules **User Settings**

Login Email: test.user@ucsf.ed
 Password: Change password...
 Role: User
 Schedule Color: Orange-red
 Calendar: WebCal feed or iCalendar file
 News: Not receiving email updates about new features and announcements. Subscribe

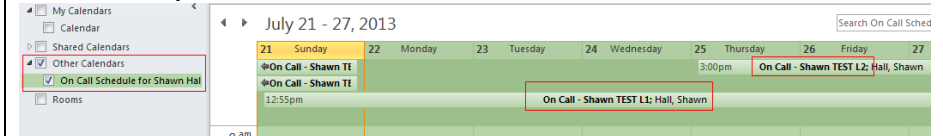
You have two Calendar options :

- **WebCal feed** – This link is transmitted through the WebCal protocol, which can be used by most modern calendar applications. You will be able to get live updates from your schedule in your calendar without having to click this link again.
- **iCalendar file** – Downloading this file will allow you to import your schedule into almost any modern calendar. However, you will need to download this file again if you make changes to your schedule.



- When you click on the link “WebCal feed” you will be presented with a message requesting to add the calendar to your application. Click Launch Application.

Outlook Example:

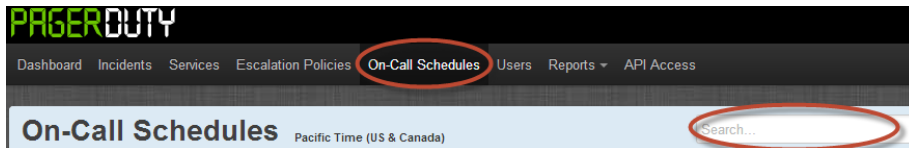


In Outlook, the new Calendar feed will appear under “Other Calendars”.

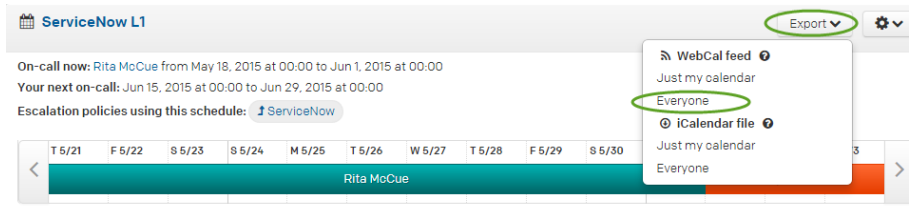
Exporting Full On-Call Schedules

You can export and load one or more **full** on-call schedules. This calendar is useful for anyone needing to know **everyone who is on-call for any specific service**. For instance, a manager will want to export and integrate all the on-call schedules for their services. Also, the IT Service Desk will most likely download ALL on-call schedules for services they receive calls from customers.

Navigate to the On-Call Schedules tab. The top of PagerDuty lists modules within the site.



- Click “On-Call Schedules”.
- In the Search bar, enter your On-Call Schedule name and click Enter on your keyboard. The available entries will display.



To Export the On-Call Schedule:

- Click the “Export” button.
- Under “WebCal feed” select “Everyone”. **Note:** if you select “Just my calendar” you will export the calendar showing **only when you are on-call for this single schedule**.

You will be prompted with the same options to load the calendar to your application as explained in the previous section.