Subscribe to the Academic Calendar Events Feed


2. Under Advanced Search (far left), change the category to Academic Calendar. If you want only a subset of the calendar, choose the desired subcategory instead.

3. On the upper right side of the screen, click subscribe.

4. In the popup screen, select Personal Calendar Feed.

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5. Click **Show URL**.

6. Triple-click the **WebCal iCal URL** to highlight the full URL, then right-click and click **Copy**.

7. In Microsoft Outlook, open your **Calendar**. On the **Home** tab, click **Open Calendar**, then **From Internet**...

8. In the pop-up window, paste the URL you copied from the campus events calendar. Click **OK**.
9. In the next pop-up window, click **Advanced**...

![Advanced button](Microsoft_Outlook.png)

10. Type your preferred name for the calendar in the **Folder Name** field, then click **OK**.

![Subscription Options](Subscription_Options.png)

11. In the original pop-up window, click **Yes**.

![Yes button](Microsoft_Outlook.png)

12. The new calendar should now appear at the bottom of your **Other Calendars** list. If not, refresh the list by clicking **Mail** and then clicking back to **Calendar**.

![Microsoft_Outlook.png](Microsoft_Outlook.png)