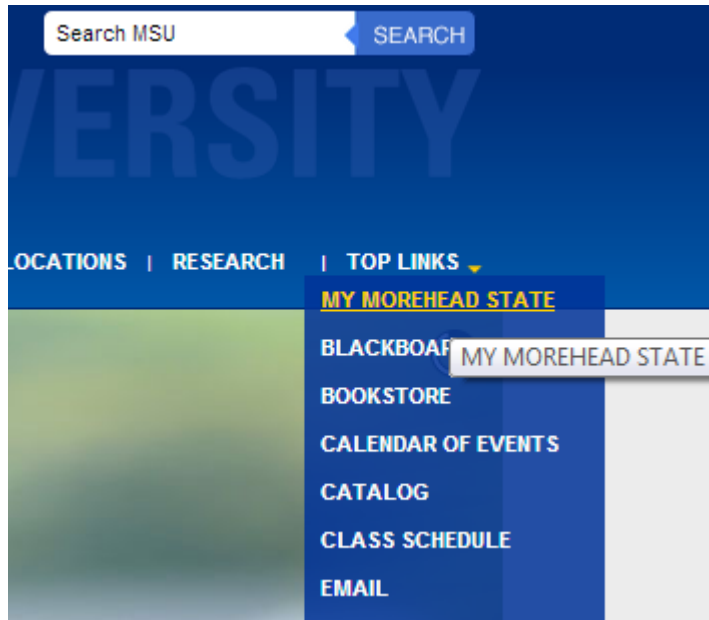


Subscribe to a Published Calendar with Outlook Web App

The steps detailed in this reference guide will allow a user to subscribe to a published calendar using the Outlook Web App. Use this documentation if you access your email account using a browser.

1. From the MSU homepage (<http://www.moreheadstate.edu>) select the “My Morehead State” item from the “Top Links” menu.



2. Enter your Eagle ID and Eagle Pass on the MyMoreheadState login page.

Login

Eagle ID:

Eagle Pass:

Private Computer:

[Forgot your Password?](#)

Trouble Logging In?

- [Activate Account](#)
- [What's My Eagle ID?](#)
- [Forgotten Password?](#)

Contact IT Help Desk

Building: 108 Lloyd Cassity
Phone: (606) 783-5000
Toll-Free: (866) 590-9239
E-mail: ithelpdesk@moreheadstate.edu

Welcome!

MyMoreheadState is your entryway to the various online services that Morehead State University provides to our students, faculty, and staff.

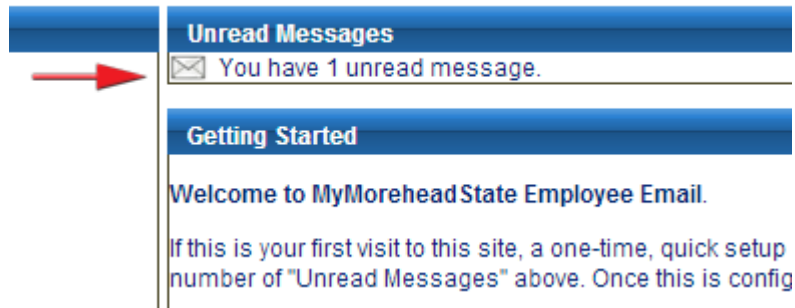
What can you find inside?

- **What's Happening at MSU?**
Keep tabs on MSU news, events, and other important announcements.
- **E-mail and Online Courses**
Access your e-mail account as well as Blackboard, which serves as our Online Course Delivery System.
- **Access Your Account**
Register for course sections, pay tuition, view your grades and more.

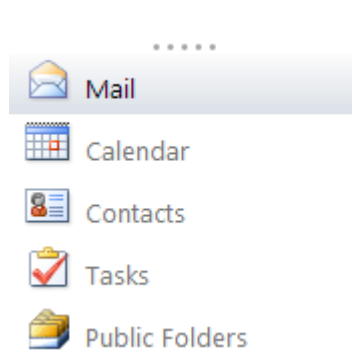
3. Click the Email icon in the Icon Shortcuts box on the right side of the screen.



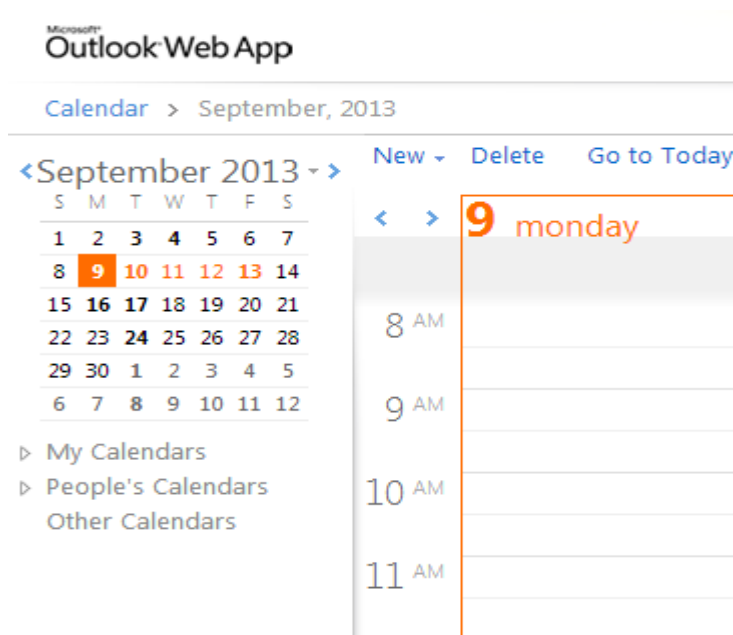
4. Click the Unread Messages link on the top right of the page.



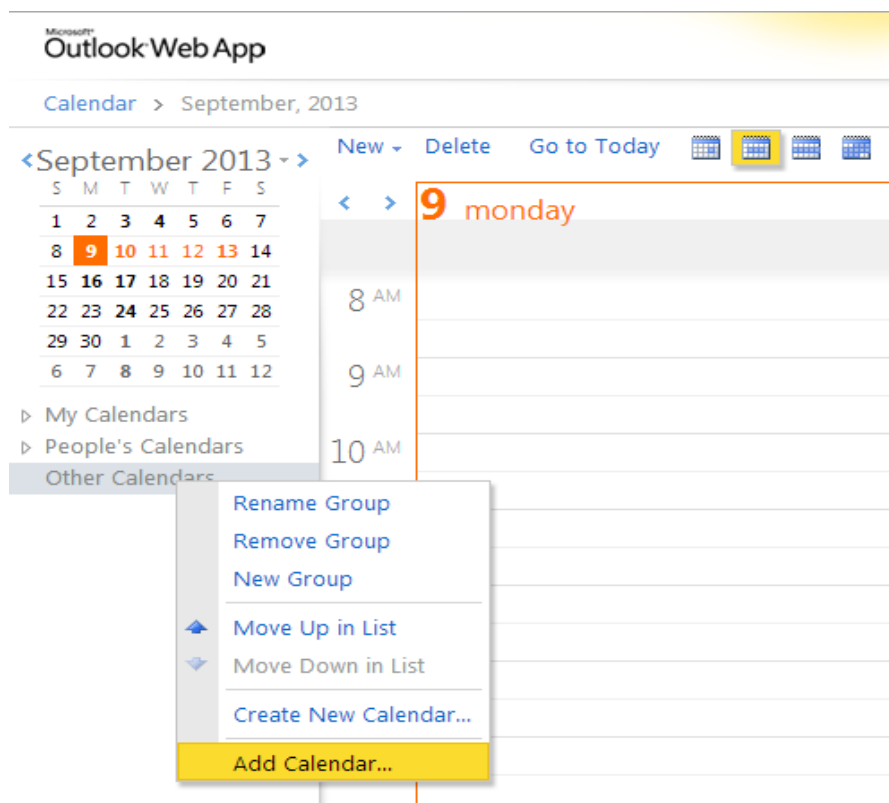
5. Select the "Calendar" item in the bottom left corner of the Outlook Web App window.



6. On the Calendar section, you should see at least one group listed on the left side. The two most likely to be displayed is the “My Calendars” group and the “People’s Calendars” group. See example below.



7. Right click on one of these groups where you want to add the subscribed calendar and select the “Add Calendar...” item at the bottom.



8. This will open the “Add Calendar” window. Select the “Calendar from the Internet” bullet and enter the correct URL into the text box. Note: You can copy and paste from the links provided below to prevent typing errors.

Add Calendar

You can add a calendar from your organization or from the Internet.

Calendar from your organization

Name...

(Example: Tony Smith)

Calendar from the Internet

Calendar URL:

(Example: webcal://contoso/soccer.ics)

OK Cancel

- a. For the Non-Exempt Payroll calendar use:

<http://webx.morehead-st.edu/owa/calendar/nonexemptpayroll@moreheadstate.edu/Calendar/calendar.ics>

- b. For the Exempt Payroll calendar use:

<http://webx.morehead-st.edu/owa/calendar/exemptpayroll@moreheadstate.edu/Calendar/calendar.ics>

9. Click the OK button.

10. You should now see a new entry on the left side that says “Calendar”. See example below.

Microsoft Outlook Web App

Calendar > Calendar Last successful update: 9/9/2013

< September 2013 > New Delete Go to To

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Monday, 9

8 AM

9 AM

10 AM

11 AM

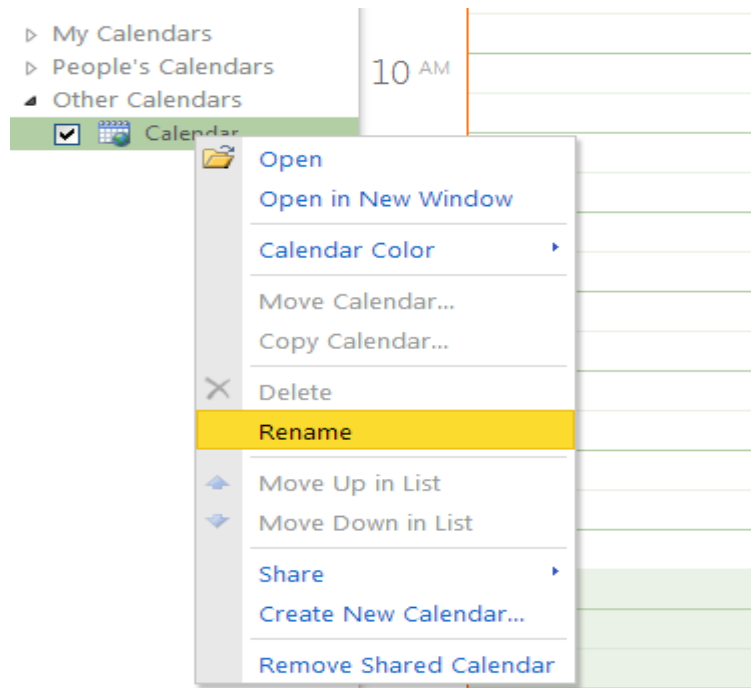
My Calendars

People's Calendars

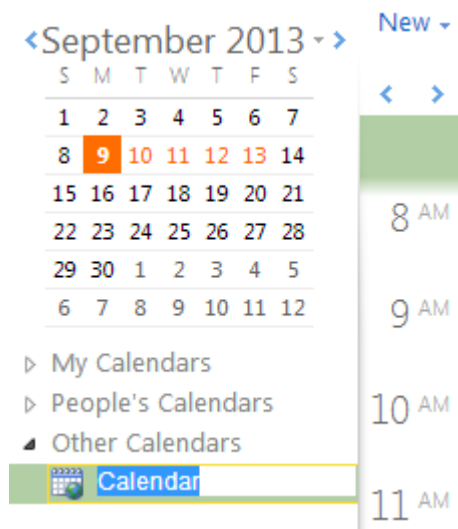
Other Calendars

Calendar

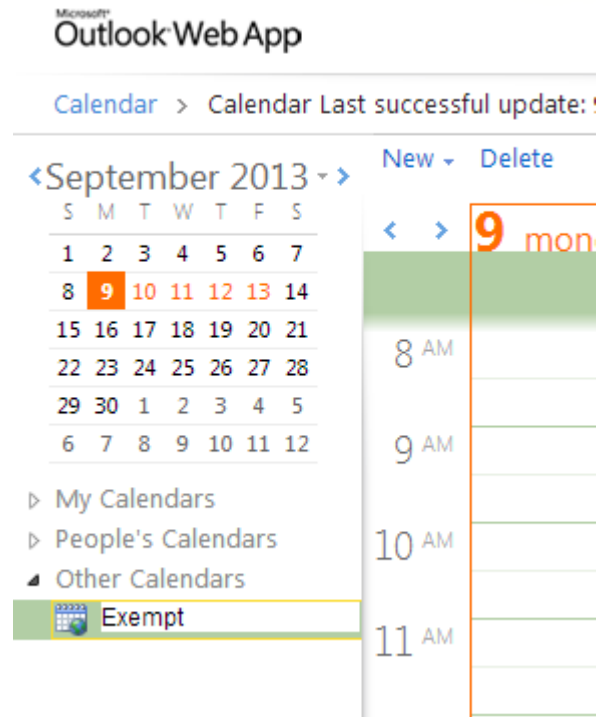
11. You can leave it like this but to make it easier to remember what it is you may want to rename it. Right click on "Calendar" and select "Rename".



12. You should now see "Calendar" highlighted in a text box similar to the example below.



13. You can use the Delete or Backspace buttons to remove the existing name and type a new one. For this example we will use “Exempt” since that was the calendar we used in Step 8. Note: Complex names can sometimes cause issues so simpler names are better.



14. When you have the name you want, hit Enter.

15. You should now also be able to see this calendar in the Outlook Web App.