

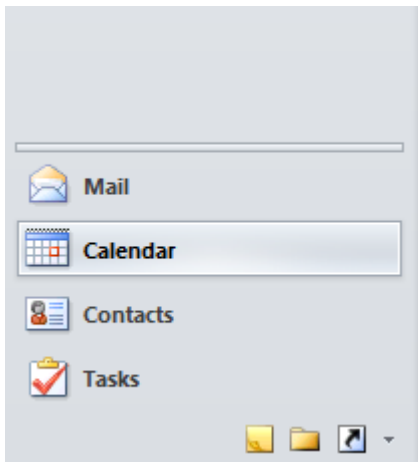
Subscribe to a Published Calendar with Outlook

The steps detailed in this reference guide will allow a user to subscribe to a published calendar using the Outlook desktop client. Outlook 2010 was used for this example but the process should be similar using Outlook 2007 or later.

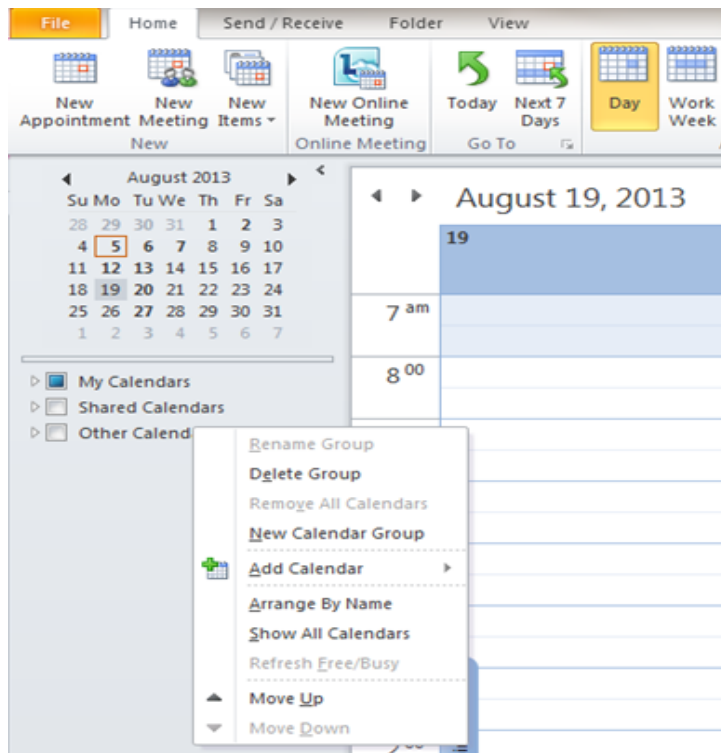
1. Open your Outlook client.



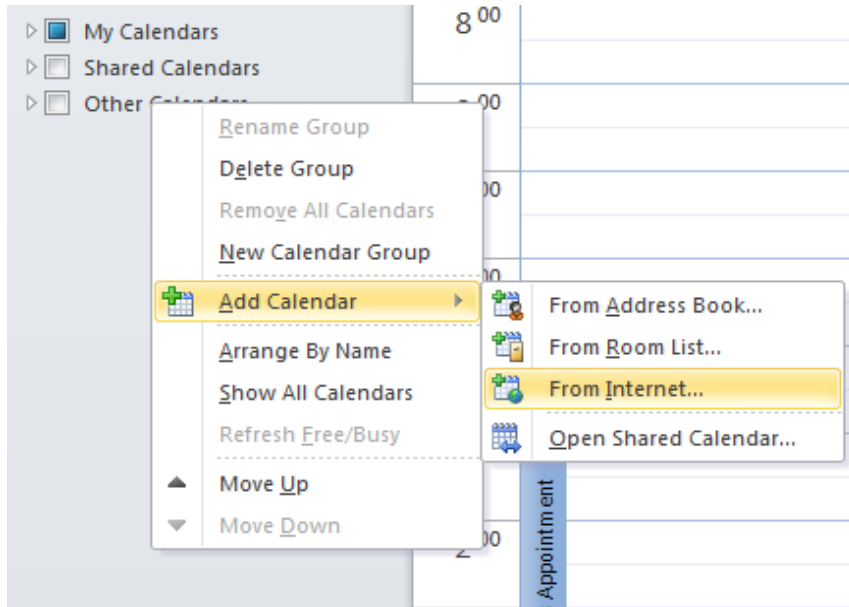
2. Select the Calendar pane by clicking "Calendar" in the lower left corner of the Outlook window.



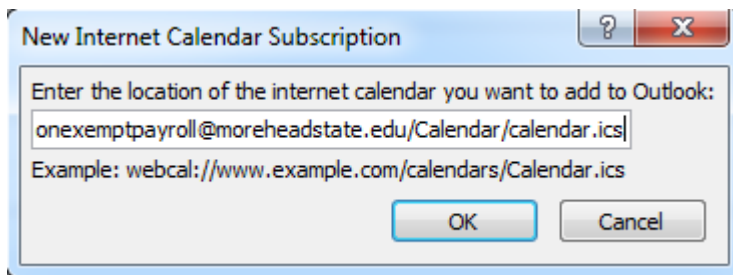
3. In the "Calendar" pane, right click one of your group headings (you may only have one called "My Calendars").



4. Move your mouse over “Add Calendar” and a new menu will appear. Select “From Internet...” on this new menu.



5. Enter the URL for the calendar you want to subscribe to in the text box on the new window. For this example we will use the Non-Exempt calendar.



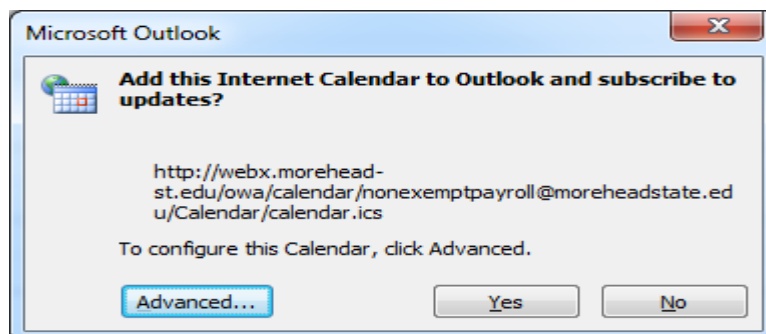
- a. For the Non-Exempt Payroll calendar use:

<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>

6. Click “OK”.
7. Click the “Advanced...” button on the next window.



8. The default "Folder Name" is just "Calendar". Change this to a familiar name that will remind you what the calendar is. We will use "Nonexempt Payroll" for ours.

Subscription Options

Use the choices below to configure options for this Internet Calendar.

General

Folder Name: Nonexempt Payroll

Internet Calendar: Calendar

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

Description:

Display this calendar on other computers with the account: [REDACTED]

Attachments

Download attachments for items in this Internet Calendar

Update Limit

Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.

Current provider limit: Not published.

OK Cancel

9. Click "OK" and the advanced window will go away.
10. Click "Yes" on the remaining window.
11. You should now see the calendar listed on the left hand side under the group heading that you chose. You can select it at any time to see what appointments are listed on it. If you have any problems within Outlook while trying to follow these directions please contact the IT Help Desk at 783-5000.