

Adding the iSchool Events Calendar to Google Calendar or Outlook

Google Calendar Users

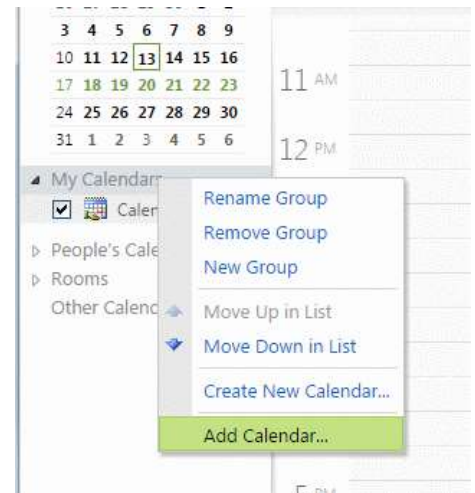
1. Open Google Calendar (calendar.google.com)
2. Click the drop-down arrow next to "Other Calendars" and choose "Add by URL"
3. Enter the url <http://ischool.illinois.edu/ischool-events.ics>

Once the calendar has been added, it will resync approximately every 24 hours. Please check the calendar on the iSchool website if you need more immediate/timely updates.

Windows Outlook Users

1. Select the Calendar view
2. Click on HOME in the ribbon at the top
3. Click Open Calendar -> From Internet
4. Enter the url <http://ischool.illinois.edu/ischool-events.ics>

Wait a few minutes for the system to synchronize calendar events. Once the calendar has been added, it will resync automatically, every few minutes.



Web Outlook and Mac OS Users

1. Log in to webmail.lis.illinois.edu
2. Select the Calendar view
3. Right click on the heading that says My Calendars, on the left side
4. Click Add Calendar->From Internet
5. Enter the url <http://ischool.illinois.edu/ischool-events.ics>

Wait a few minutes for the system to synchronize calendar events. Once the calendar has been added, it will resync a few times a day. Please check the calendar on the iSchool website if you need more immediate/timely updates.

If you are a Mac user, this process will also add the calendar to your desktop Mac client.

