Add events to your calendar!

From the campus Calendar of Events:

- Click on the name of the event to view additional event details.
- From this view you can share the event on several platforms or add it to your Google, Yahoo!, Outlook.com, Office.com or iCal/MS Outlook calendar. Click Add to Calendar and choose your preferred calendar.

😭 Share 🛛 🖹 Post 🛛 🔚 Share 🖉 Email 🛛 👸 Add to Calendar 🗸
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• To add to your Middlebury Outlook calendar, select iCal/MS Outlook. Click on the resulting ics file to add it to your calendar.

++	download (11).ics
	1,153 B • 4 minutes ago

• The event opens as an Outlook appointment that you can Save & Close!

From <u>25Live</u>:

NOTE: The following process adds a static snapshot of the event to your calendar. Changes to the event in 25Live will **not** be reflected in your calendar unless you first <u>modify Outlook account</u> settings.

- Navigate to the event by searching for the event name or by using the calendar view for the location where the event is scheduled (if known). Click on the event for the Details view.
- Click on the More Actions menu and select Subscribe.

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MiddMyco Me	eetings!				
Confirmed 2024-ACSFXW		Tue Sep 17 2024 6:00 pm - 7:00 pm Repeats some weeks on Tuesday through 12/10			
🔰 AXN 2	20				
Details	Occurrences	Calendar	Task List	Scheduled Emails	More Actions

• Click on View iCal feed to import the iCal into Microsoft Outlook. Click on the resulting ics file to add it to your calendar.

 reservations(2).ics
Completed — 28.9 KE

• Outlook will give you the following options. Select Import and the event will be added to your calendar as a meeting invitation.

Microsoft Outlook				
Po you want to open this calendar as a new calendar or import its items into your calendar?				
	Open as New	Import	Cancel	

Subscribe to all Events in a Location:

This option is useful for monitoring activity in a particular location. You will first need to <u>modify</u> <u>Outlook account settings</u> so that event updates will sync to your calendar.

- Navigate to the Location in 25Live. From the Details tab, click on the More Actions menu and select Subscribe.
- Click on View iCal feed to import the iCal into Microsoft Outlook. Click on the resulting ics file to add it to your calendar.

F==+1	rm_reservations(2).ics
	Open File

• Outlook will give you the following options. Decide whether you'd like this as a separate calendar (Open as New) or add the events to your personal Outlook calendar(Import). All events in this location will be added to your calendar as *meeting invitations. NOTE:

Microsoft Outlook					
Po you want to open this calendar as a new calendar or import its items into your calendar?					
	Open as New	Import	Cancel		

Modify Outlook account settings to sync subscriptions:

NOTE: this modification may impact the syncing efficiency of other shared calendars you use.

1. In Outlook, select File (in the top toolbar).



3. In the Account Settings window select Data Files and Settings.

Account Settings



4. In the Microsoft Exchange window select the Advanced tab, then deselect "Microsoft 365 Features/Turn on shared calendar improvements." You will be prompted to restart Outlook for the change to take effect.

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	General	Advanced	Security				
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		Download Public Folder Favorites					
	(Outlook Data File Settings					
	Micros	Microsoft 365 Features					
	🗹 Tur	✓ Turn on shared calendar improvements					
	Mailbo	Mailbox Mode					
	Outloo Exchar	Outlook is running in Unicode mode against Microsoft Exchange.					
			ОК	(Cancel	Apply	1

Click OK and close the windows.