

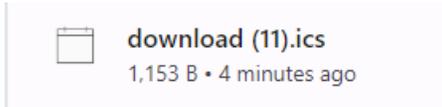
Add events to your calendar!

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.



- To add to your Middlebury Outlook calendar, select iCal/MS Outlook. Click on the resulting ics file to add it to your calendar.

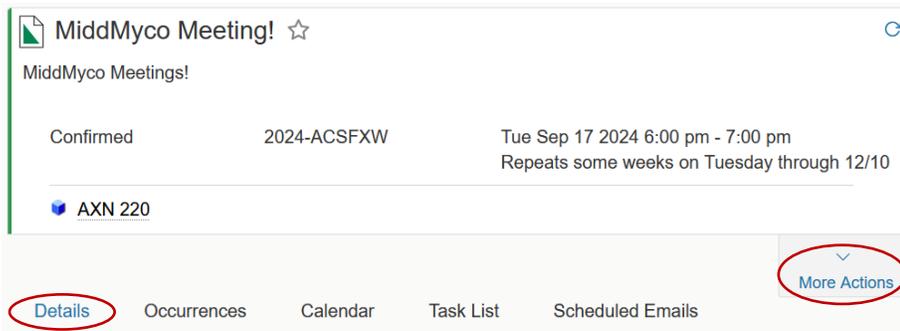


- The event opens as an Outlook appointment that you can Save & Close!

From [25Live](#):

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 [modify Outlook account settings](#).

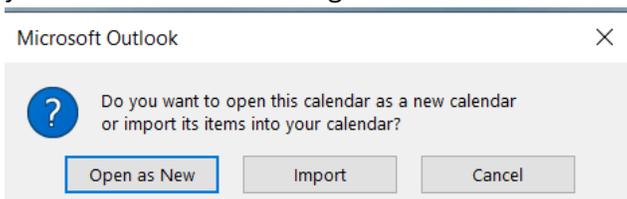
- Navigate to the event by searching for the event name or by using the calendar view for the location where the event is scheduled (if known). Click on the event for the Details view.
- Click on the More Actions menu and select Subscribe.



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



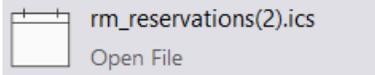
- Outlook will give you the following options. Select Import and the event will be added to your calendar as a meeting invitation.



Subscribe to all Events in a Location:

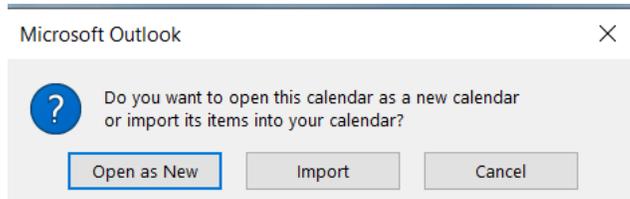
This option is useful for monitoring activity in a particular location. You will first need to [modify Outlook account settings](#) so that event updates will sync to your calendar.

- 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.



- 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.

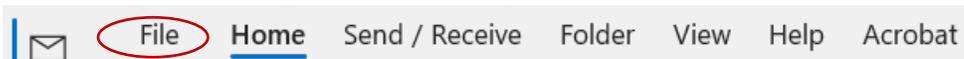
NOTE:



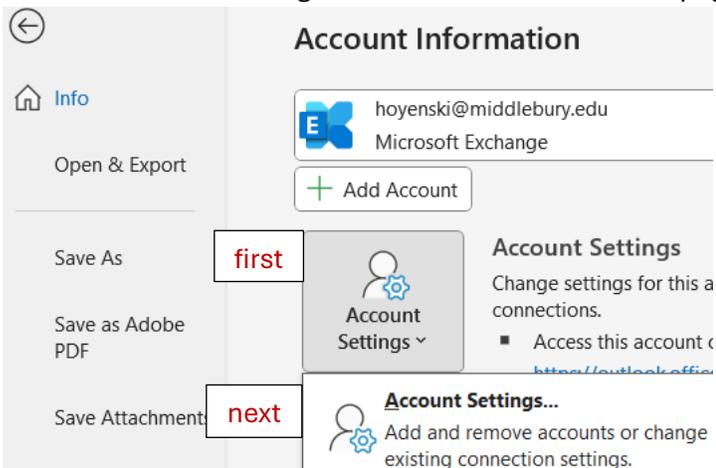
Modify Outlook account settings to sync subscriptions:

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

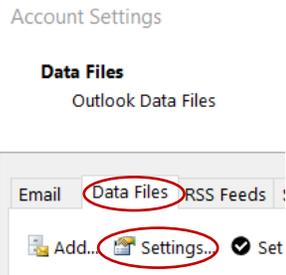
1. In Outlook, select File (in the top toolbar).



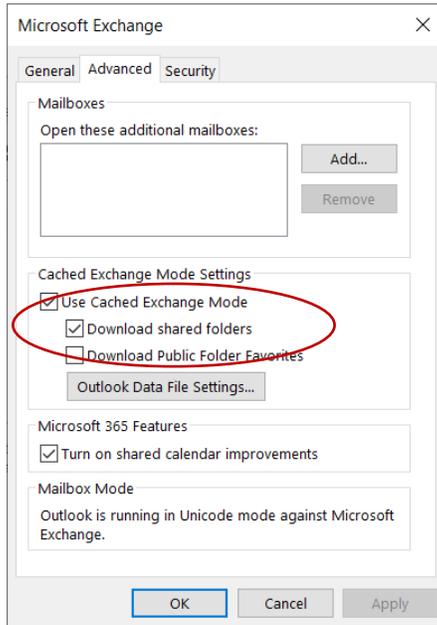
2. Click on Account Settings on the Account Information page.



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



Click OK and close the windows.