

Calendar Subscription

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About Calendar Subscriptions

Calendar subscriptions let you sync calendars from your portal or website with a variety of mobile, tablet and desktop devices. If the **Subscribe** link didn't work on your computer or device see the instructions below for help on a wide variety of devices and software.

Calendars will update automatically on most devices, this is based on the settings for your device or software. Subscriptions use the iCal format and only allow viewing of calendar items. Logged in users can use the **Connect to Outlook** feature to both view and edit calendars in Outlook, [learn more about Connect to Outlook on Microsoft Office help](#).

Log In to a Secure Calendar

When accessing secure calendars you will be prompted to enter a username and password.

You must enter your username in the following format: domain\username or for Microsoft Outlook in the (UPN) format: [username@yourdomain.com](#) (which may be the same as your email address).

If you are regularly receiving password prompts follow our guide: [Automatic Authentication...Banishing login prompts](#)

Find the Calendar Subscription Link

The calendar **Subscribe** link is available on all calendar view pages. Calendar views can be found throughout your website or portal and are typically accessed using the **View Calendar** link.



Calendars in View
[Calendar](#)



Outlook 2007, 2010 and 2013

Clicking the **Subscribe** link from the calendar page in your browser should automatically create a subscription. If not follow the steps below:

- On the Calendar page, right click **Subscribe**, and copy the link to your clipboard.
- **In Outlook 2010 or 2013:** Navigate to the **Calendar** view and from the **Home** ribbon tab select **Open Calendar > Internet Calendar**
- **In Outlook 2007:** Select **Tools**, then **Account Settings** in your Outlook Calendar menu. Then select **Internet Calendars** and click **New**
- Paste the link from your clipboard into the location field.

- You'll find the subscribed calendar under **Other Calendars**.

Outlook 2003

While you can't subscribe to internet calendars in Outlook 2003 you can import a one-off download of events.

- On the Calendar page in your browser, right click **Subscribe**, and download the calendar file to your desktop.
- In Outlook 2003, select your Calendar.
- From the Outlook Calendar Menu, select **File** then **Import and Export**.
- Select **Import an iCalendar (.ics) or vCalendar file (.vcs)**.
- Click **Next** and browse to the calendar file previously downloaded from the website.
- Select the file to finish to import the items. Events will not be updated from the website.

iPad or iPhone

Tapping the **Subscribe** link from the calendar page in your browser should automatically create a subscription (iOS 3.0 or later). If not follow the steps below:

From iOS Settings

- On the Calendar page in your browser, right click **Subscribe**, and copy the link to your clipboard.
- From the **Settings** app, tap **Mail, Contacts, Calendars**.
- Select **Add Account** then **Other**.
- Tap **Add CalDAV Account**.
- Paste the calendar URL from your clipboard.

From Email

- Browse to the Calendar page on your computer, then right click **Subscribe**, and copy the link to your clipboard.
- On your computer, email the link to an account you can view on your iOS tablet or phone.
- On your device, open the email and tap the link and **Subscribe** when prompted.
- After a moment, events will start appearing in your Calendar app.

Subscribe using iCal (Mac OS X)

Clicking the **Subscribe** link from the calendar page in your browser should automatically create a subscription. If not follow the steps below:

- On your computer go to the calendar page in your browser, right click **Subscribe**, and copy the link to your clipboard.
- From iCal choose **Calendar** menu select **Subscribe**.
- Paste the calendar URL from your clipboard and click **Subscribe** to start syncing the calendar.
- You can configure various settings for the subscription in the following dialog.
- The calendar is listed in the sidebar and events will start appearing in your calendar.

You can use iCloud to push subscribed calendars to all of your Macs and iOS devices. [Learn more about using iCloud with calendar subscriptions](#)

Android

Android users can subscribe to public calendars using a Google Calendar account (see below).

Third party Android apps such as [iCalSync2](#) can also be used, and are required, to subscribe to secure calendars.

Google Calendar (Android)

Google Calendar only supports public calendars that do not require a login.

- On your computer go to the calendar page in your browser, right click **Subscribe**, and copy the link to your clipboard.
- Go to Google Calendar. Click the dropdown button in the **Other Calendars** section on the left-hand side.

- Choose **Add by URL**.
- In the dialog, paste the URL in the selected text field.
- Click **Add Calendar** to finish.

Manual Import

- On the calendar page in your browser, right click **Subscribe**, and download the calendar file to your desktop.
- Open a new browser window and go to Google Calendar. Click on the dropdown button (or the "Add" link in the old Google Calendar version) in the **Other Calendars** section on the left-hand side.
- Choose **Import calendar**.
- On the pop-up, browse for the calendar file you downloaded from Triplt, then choose where you want to save the calendar information.
- Click **Import** to finish.

Windows Phone

Subscribe to calendars on Windows Phones using an Outlook.com Calendar, or use a third-party application.

If you don't have a third party application you will be prompted to download from the App store when you tap **Subscribe**.

- On the calendar page in your browser, right click **Subscribe**, and download the calendar file to your desktop.
- On Outlook.com Calendar website, sign in with the Windows account used for your phone.
- Select **Import** from the menu.
- From the left-hand side, select **Subscribe** and enter the **Calendar URL** from your clipboard.
- Events will begin appearing on your phone.

BlackBerry

- On your computer go to the calendar page in your browser, right click **Subscribe**, and copy the link to your clipboard.
- On your computer, email the link to an account you can view on your BlackBerry.
- Open the **Settings** app.
- Select **Accounts** and then **Add Account**.
- Select **Advanced** and then **Add iCal Account**.
- Enter the **Calendar URL** from your clipboard.