

Windows Outlook Desktop

1. Copy the below links (one at a time for each individual account you would like to add)
2. Click on the Calendar tab in Outlook
3. Right click on "My Calendars" -> "Add Calendar" -> "From Internet..." -> Paste the .ics link into the subscription field and click "OK"
 - a. **Research Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/a2b5af6259d541ae8cd738a24dad17cb4569522386156966069/calendar.ics>
 - b. **General Events Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/25b0fc6ec0e94c269880c94c36f13e51466794563949386672/calendar.ics>
 - c. **Professional Development Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/6acfc0d462e84db5b583cc7a4c840a90360536149040043741/calendar.ics>
 - d. **Resident Education Calendar:**
<https://calendar.google.com/calendar/ical/radeducationcalendar%40gmail.com/public/basic.ics>
4. When asked if you want to subscribe to the calendar select "Yes" and the calendar will be visible

Mac Outlook Desktop

1. Open Outlook via [Office 365](#) and login to your account
2. In the upper left hand corner click the menu icon and select "Calendar"
3. Right click on "My Calendars" -> "Open calendar"
4. Copy the below links and paste them in the "Internet calendar" field and click "Open"

Once you do this for all four links, the calendars will then show up in your Outlook for Mac. You will need to check the box to activate.

Apple iOS Devices

1. **On your iOS device:**
 - a. Long press and copy the below .ics links on your device (one at a time for each individual account you would like to add):
 - i. **Research Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/a2b5af6259d541ae8cd738a24dad17cb4569522386156966069/calendar.ics>
 - ii. **General Events Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/25b0fc6ec0e94c269880c94c36f13e51466794563949386672/calendar.ics>
 - iii. **Professional Development Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/6acfc0d462e84db5b583cc7a4c840a90360536149040043741/calendar.ics>
 - iv. **Resident Education Calendar:**
<https://calendar.google.com/calendar/ical/radeducationcalendar%40gmail.com/public/basic.ics>
 - b. Go to "Settings" -> "Mail, Contacts, Calendars" -> "Add Account" -> "Other" -> "Add Subscribed Calendar"
 - c. Long press in the "Server" field and select "Paste" to insert the copied .ics link -> click "Next" -> click "Save"
 - d. This calendar will now show up on your mobile device within the calendar application

Additional iOS Information:

[Hide Calendars:](#)


If you do not want to always see these calendar events combined with your other calendars on your device, they are easy to toggle on and off and viewed only when you need them.

1. Go to your device calendar and select "Calendars" in the menu at the bottom of the screen
2. Select/deselect the calendars you wish to view -> select "Done"

Delete Calendars:

1. Go to "Settings" -> select "Subscribed Calendars" -> select calendar you wish to delete -> select "Delete" at the bottom of the page.

Android Devices

1. Open [Google Calendar](#) from the internet (PC or mobile browser)
2. On the left side, find "Other calendars" and click the down arrow 
3. Select **Add by URL**
4. Enter the calendar's address in the field provided:
 - a. **Research Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/a2b5af6259d541ae8cd738a24dad17cb4569522386156966069/calendar.ics>
 - b. **General Events Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/25b0fc6ec0e94c269880c94c36f13e51466794563949386672/calendar.ics>
 - c. **Professional Development Calendar:**
<https://outlook.office365.com/owa/calendar/28f8b6f2fcc8457fa5c7d53a120e44cb@ucdenver.edu/6acf0d462e84db5b583cc7a4c840a90360536149040043741/calendar.ics>
 - d. **Resident Education Calendar:**
<https://calendar.google.com/calendar/ical/radeducationcalendar%40gmail.com/public/basic.ics>
5. Click **Add calendar**. The calendar will appear on the left side under "Other calendars"

Note: It might take up to 12 hours for changes to show in your Google Calendar

Additional Android Information:

Configure your device to sync with Google Calendar:

1. Go into your device's Calendar app, in the settings select 'Sync Now'
2. In the calendar settings select "Calendars" and make sure the new calendar account is checked

Hide Calendars:

If you do not want to always see these calendar events combined with your other calendars on your device, they are easy to hide and unhide only when you need them.

1. Open [Google Calendar](#)
2. On the left side, find **Other calendars** section
3. Click the name of the other person's calendar to hide it.
4. You can tell if the calendar is hidden if the square next to it is an outline

Delete Calendars:

1. If you don't need to see this calendar anymore, you can also [unsubscribe](#)

*I have listed instructions for the most commonly used devices. Should you have a device not listed and would like to configure the shared calendars, please contact me and I will help set those up on an individual basis. Kelley.mchale@ucdenver.edu