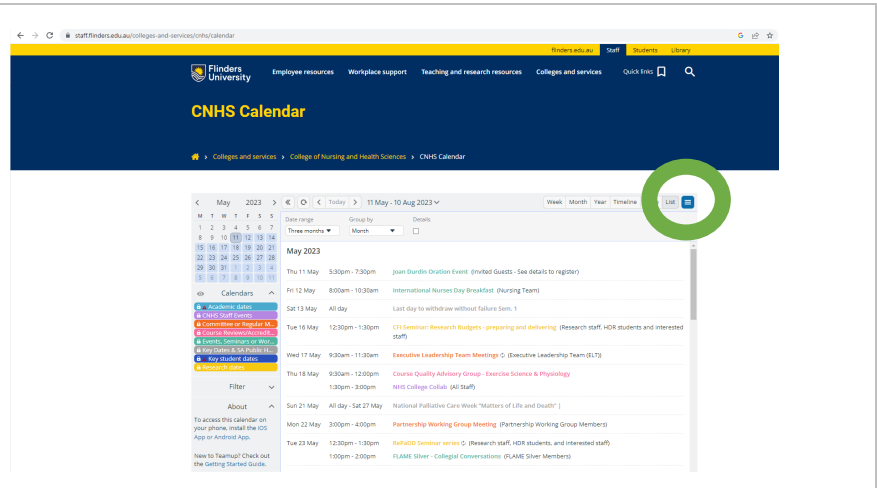


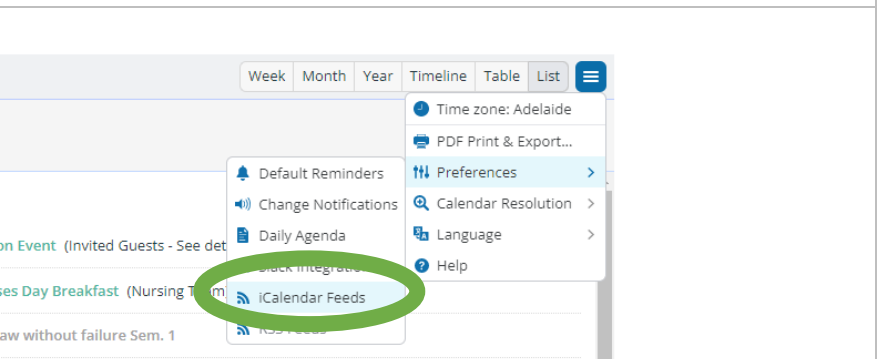
Why sync CNHS Calendars to Outlook?

You will see events scheduled for the College including academic dates, staff events, committees, regular meetings, course review and accreditation meetings, events, seminars, and workshops. You can also sync key student and research dates, and Public Holidays for South Australia.

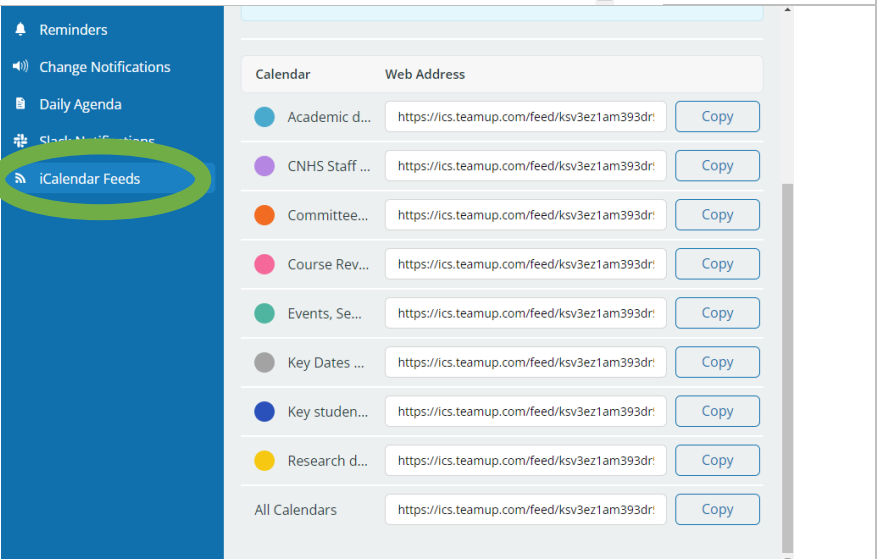
1. Click on the button on the top right of the calendar pane, it has three white lines. This will open a more options list.



2. On this list, navigate to the preferences option and then iCalendar Feeds.



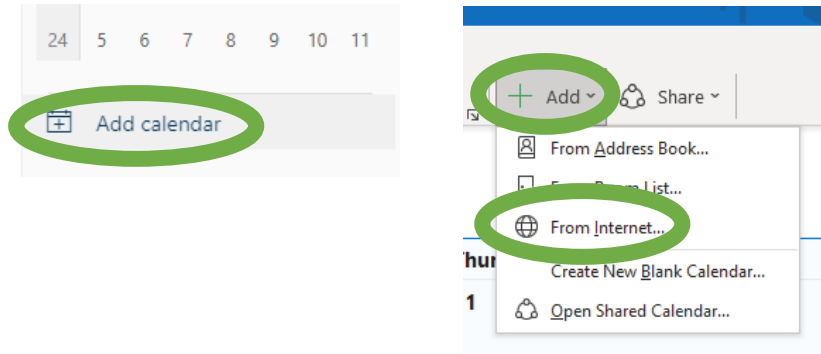
3. These iCalendar feeds can be used to sync with any calendar application. You have the choice to select calendars or all calendars. Copy the link to that calendar, or the calendars you would like to choose and complete each separately.



4. Navigate to your calendar.

On Outlook for Web, click on the “Add calendar” button, below the date selector.

On Outlook desktop navigate to your calendar and click on the “Add” symbol, and then choose “From Internet”

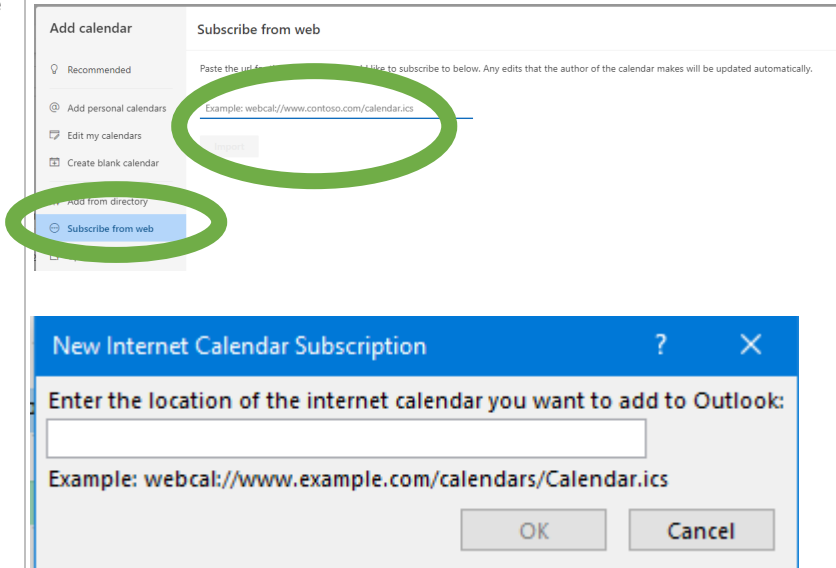


5. Choose to subscribe to the calendar.

On Outlook for Web, once you have clicked on “Add Calendar”, a box will appear with multiple options to add a calendar, choose subscribe from web.

Then paste the iCalendar web address you copied previously.

On Outlook for Desktop, once you clicked on “Add”, “From Internet” a dialog box will appear where you paste the iCalendar web address you copied previously. Click “Ok”.



6. Show/Hide Calendar

The calendar will now be added. To show or hide the calendar click or hide the calendar by clicking on the coloured circle or check box.

You can change the colour of the calendar by clicking on the three dots that will appear to the right of the calendar title on the Web, or right clicking on the calendar title and choose “colour” on the Desktop app.

