Subscribing to an Event Feed

You can easily subscribe to calendar event feeds in 25Live based on an event, location, or resource.

Subscribing Based on an Event

1. View the Event Details

See Viewing Event Details for instructions.

2. Reveal the Subscription Option

						Click	to reveal	options —		More Actions
Edit Event	Copy Event	Related Events	Manage Bindings	Create Task	Print Report	Email Event	Delete Event	Take Ownership	Subscribe	Collapse
Details	Occurrence	es Calenda	ır Schee	dule Task	List Pric	ing Audi	t Trail			
							C Edit	Event Confi	rmed 韋 (୍ର Melp
			Image Th	a Mara Asti	ana diantau i	n the event	datailviau			0 0 0
			Image: Ir	ie More Actio	ons display li	n the event	detall view.			

In the event detail view, tap or click the Subscribe option in the More Actions display.

3. Select a Subscription Option

Subsc	ribe to this Event	x
	N ATOM View Atom feed	
	TCAL View iCal feed	
	To import the iCal into Microsoft Outlook, use the "Import" or "Import into an existing calendar" options. To stay subscribed to changes on the events, use the URL from the iCal feed with the "Subscribe" option. See this Microsoft Outlook support page for more details.	
	Image: 25Live offers multiple subscription options.	

Select your preferred news reader or calendar from the options offered.

Subscribing Based on a Location

1. View the Location Details

See Viewing Location Details for instructions.

2. Reveal the subscription option

Ross Pendergraft L	ibrary and Technology	y Center						
		Click to reveal						
		Print Report	Create Event	Subscribe	Collapse			
bscribe to Events in	this Location							
		атом Vie	ew Atom feed					
		ICAL Vie	ew iCal feed					
To import the iCa on the events, i	al into Microsoft Outlook, use the URL from the iCa	use the "Import" or "Impo I feed with the "Subscribe	rt into an existing calendar " option. See this Microsoft	" options. To stay subscrib Outlook <mark>support</mark> page for	ed to changes more details.			

In the location detail view, tap or click the Subscribe option in the More Actions display.

3. Select a Subscription Option

Select your preferred news reader or calendar from the options offered.