

Displaying a 25Live Publisher Feed in an Outlook Calendar (Desktop)

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Description

The steps below describe how to display a 25Live Publisher Feed in a Microsoft Outlook Calendar using the ICS feed included with each Publisher Calendar.



25Live Outlook Integration App

The steps outlined in this document are not related to the setup for the 25Live Outlook Integration App. For more information on that topic, see [Synchronizing Outlook and 25Live Calendars](#).

To perform these steps, you need:

- An Outlook account provided by your organization, and
- An existing published 25Live Publisher calendar.

Version Differences May Require Different Steps

The steps described in this document were performed using Outlook 2010. If you have a new version of Outlook, the steps you need to perform may be different.

To add the events on a 25Live Publisher Feed to your Outlook Calendar (desktop version):

1. Identify a Publisher Calendar to Send to Outlook.
 - a. Choose a Publisher calendar to send to Outlook. If you don't have a Publisher calendar, see the [Publisher Overview](#) document concerning how to build a calendar using 25Live and 25Live Publisher.
 - b. Open the URL of the calendar in your browser to review the calendar.

Example:

<https://25livepub.collegenet.com/calendars/calendar-test>

Sample Calendar View

2. Identify the ICS Feed URL.
 - a. Add **.ics** to the end of the 25Live Publisher calendar URL to access the ICS feed.

Example:

<https://25livepub.collegenet.com/calendars/calendar-test.ics>

- b. Make note of this URL for use later.

3. Open Outlook Calendar and Add a Calendar.
 - a. Open your Outlook application and select the Calendar function.
 - b. From the Outlook menu bar, ensure the **Home** ribbon is selected.
 - c. Find and click the **Open Calendar** icon. A drop-down menu will appear.
 - d. Select **From Internet . . .**
 - e. Enter the URL from step 2 above and click **OK**.
 - f. At the next window, review the options and click **Yes** when ready.

After you complete the steps, your calendar name will appear in the calendar list in the left panel as show in the following example and your events will now successfully populate the Outlook calendar.

Other Options

In addition to the ICS feed, there is an RSS Feed, an Atom XML feed, and a JSON Feed for each 25Live Publisher calendar.

[RETURN TO: 25Live Publisher Overview](#)