

Displaying a 25Live Publisher Feed in an Outlook Calendar (Office 365)

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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 set up 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.

Add Events From a 25Live Publisher Feed to your Outlook Calendar *(Desktop version)*

Before you begin, you will need to have a 25Live Publisher calendar built. For more information, see the [Publisher Overview](#).

1. Identify a Publisher Calendar to Send to Outlook

- Open the URL of the calendar in your browser to review the calendar.

Example:

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

PREVIEW FOR CLASSIC TABLE

Width: 583 pixels

◀ ▶

🖨️ + Subscribe ☰ My Events

☐ All **Add to My Calendar** **Email Reminder** **More Event Actions** ▼

APRIL 2021

	Date	Time	Event	Location
<input type="checkbox"/>	Apr 23	1pm	Foreign Film Matinee	Macadam Student Center - Meeting Room 106
<input type="checkbox"/>	Apr 23	2pm	A Cappella Performance	Davis Arts Center - Theater, Davis Arts Center - Theater Lobby

MAY 2021

	Date	Time	Event	Location
<input type="checkbox"/>	May 7	1pm	Foreign Film Matinee	Macadam Student Center - Meeting Room 106
<input type="checkbox"/>	May 11	4pm	James Bond Moviethon	Macadam Student Center - Ballroom B
<input type="checkbox"/>	May 14	1pm	Foreign Film Matinee	Macadam Student Center - Meeting Room 106
<input type="checkbox"/>	May 14	4pm	Indiana Jones Moviethon	Macadam Student Center - Ballroom B
<input type="checkbox"/>	May 15	9am	Foreign Film Festival	Macadam Student Center - Ballroom B

2. Identify the iCal .ics Feed URL

- Add **.ics** to the end of the 25Live Publisher calendar URL to access the iCal/ICS feed. If you haven't configured an iCal/ICS feed, please follow the directions in [Styling Email Feeds](#).

Example:

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

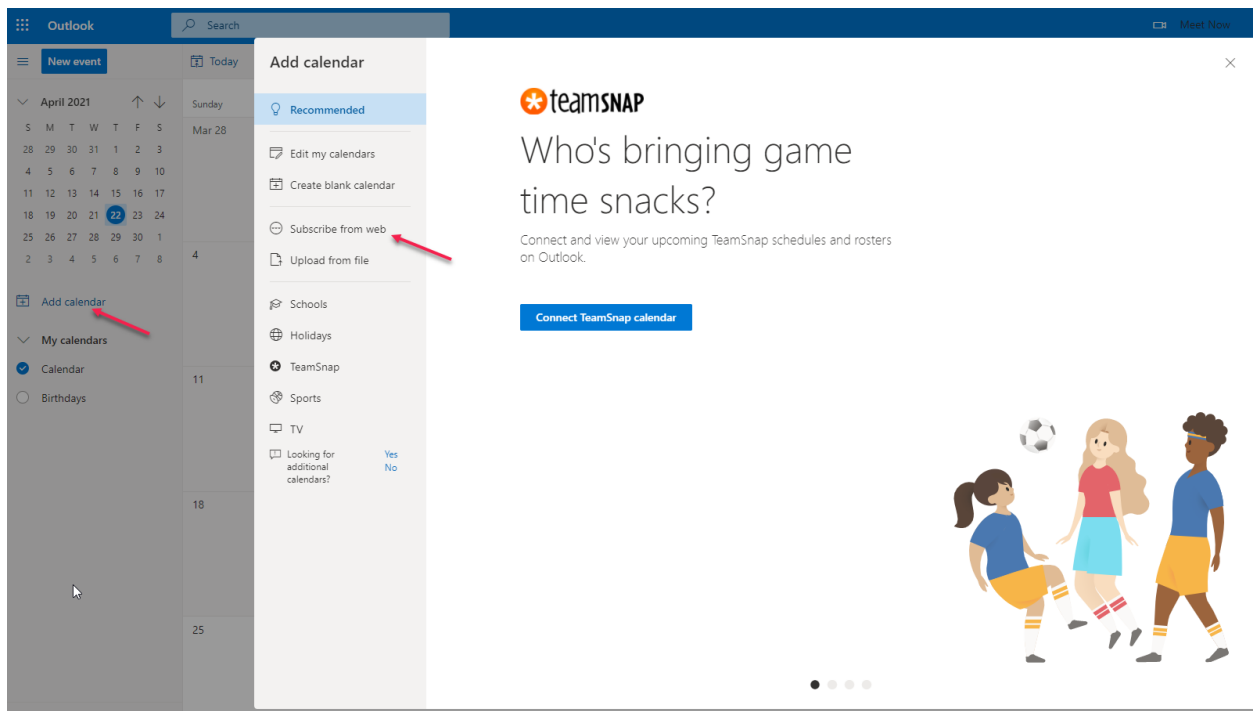
- Make note of this URL for use later. If you wish for this calendar to be updated and not static, please change "https://" with "webcal://".

Example:

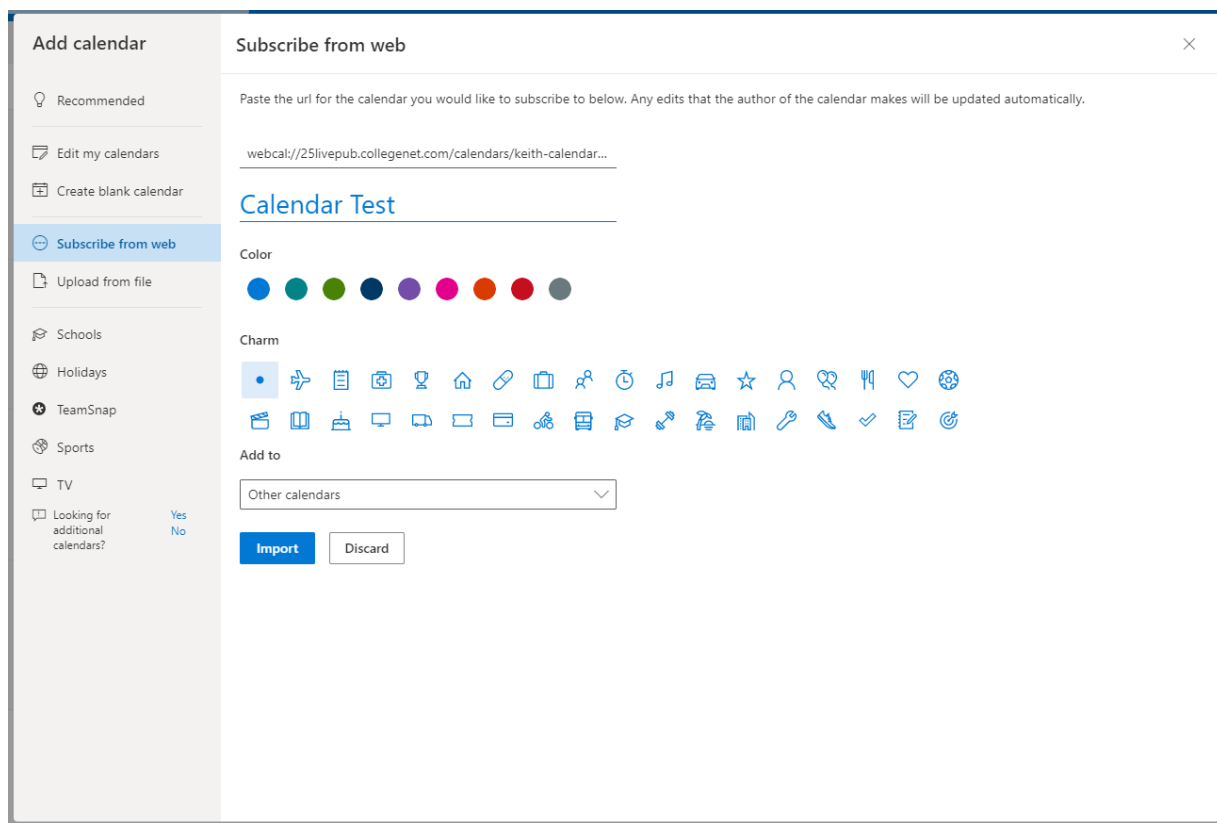
`webcal://25livepub.collegenet.com/calendars/calendar-test.ics`

3. Open Outlook Calendar and Add a Calendar

- Open your Outlook application and select the Calendar function.



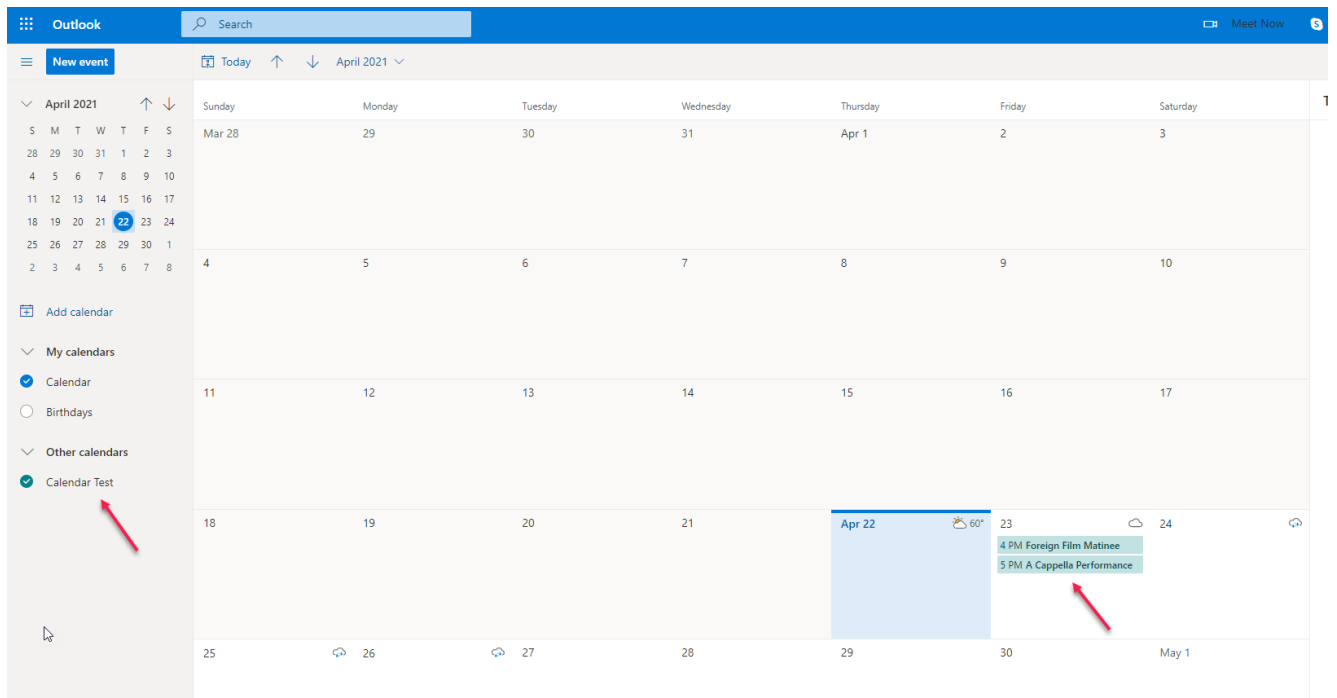
- From the Outlook menu bar, select **Subscribe from web**. The Calendar subscription panel will appear.



- Under **Link to the calendar**, enter the ICS URL from step 2 above.
- Enter the **Calendar name**.

- Click the **Save** button.

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](#)