Subscribing to the Academic Calendar

This document contains the information and processes to subscribe to the official academic calendars. Please note that the IT Help Desk can only assist with Office 365 and Outlook 2016. For help on mobile devices, please utilize that mobile device's support site.

Prerequisites

- WebCal ICS Links (found at end of this document)

How to obtain WebCal ICS Links

If the links found at the end of this document are not working, please follow these steps to obtain the correct URL online.

1. Visit http://mybcom.org/
2. Click on the calendar you would like to subscribe to.
3. Once you are on the web calendar screen, click on and highlight the URL in your browser.
4. Copy the URL by right-clicking it and selecting Copy or using the keyboard shortcut, Ctrl + C.
5. Follow one of the sections below to add a web calendar to the platform of your choice.
6. Once you are at the point to enter the address, paste in the URL you have obtained by right-clicking into the correct field and selecting Paste or using the keyboard shortcut, Ctrl + V.
7. **IMPORTANT**: Change the very end of the URL from *.html* to *.ics*
8. Continue with the steps provided in the section you are using.

Subscribe using Office 365 Online

Follow the steps below to subscribe to a web calendar using Office 365 Online.

1. Sign in to Outlook.com.
2. At the bottom of the navigation pane, select **Calendar**.
3. On the toolbar, select **Add calendar** > **From internet**.
4. In the **Link to the calendar** box, copy and paste the calendar URL.
5. In the **Calendar name** box, enter a name for the linked calendar.
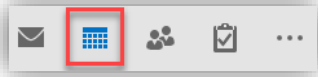6. Select **Save**.
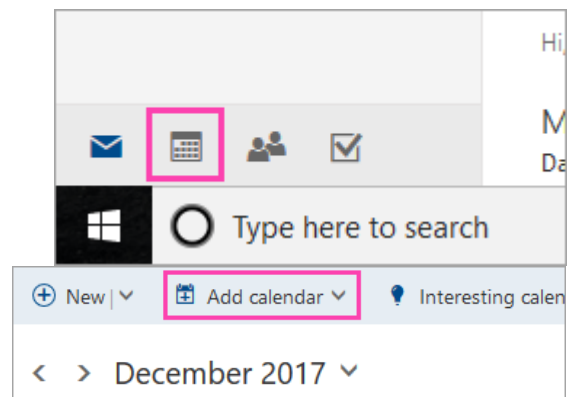
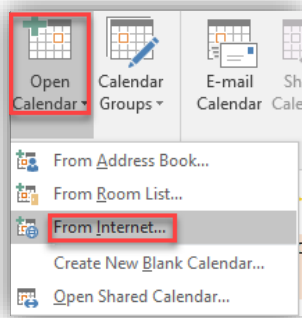## Outlook Mobile App and Windows 10 Calendar App

Use the steps provided in "Subscribe using Office 365 Online" in order for subscribed calendars to appear in the Outlook Mobile App or Windows 10 Calendar App.
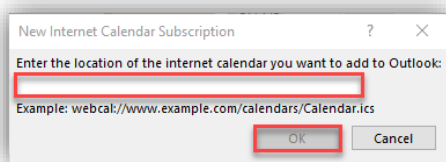
Subscribe using Outlook 2016

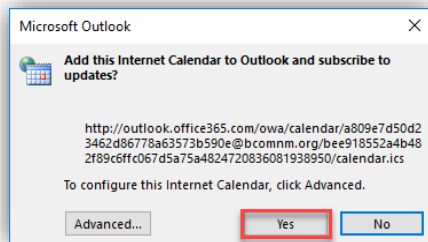1. Open Outlook 2016 and click on the Calendar module.

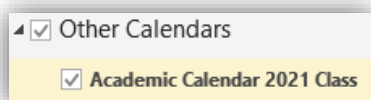2. Click on Open Calendar, then on From Internet….

3. In the box that appears, enter the .ics URL for the web calendar.

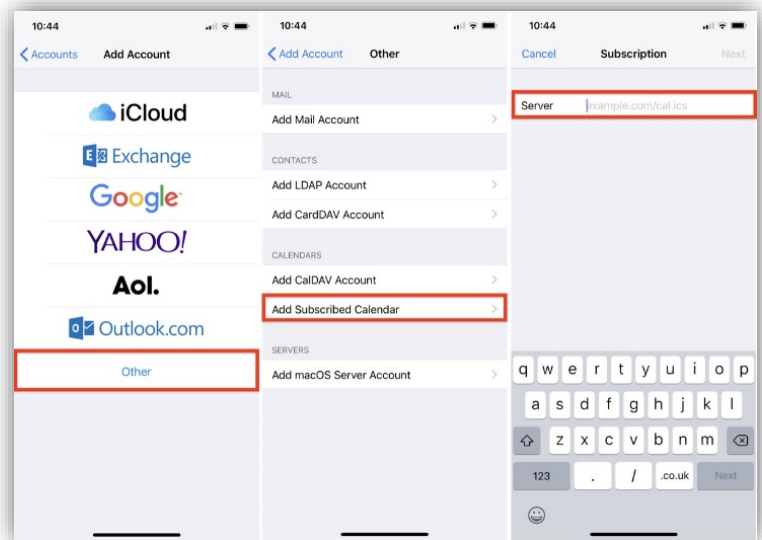4. Click OK.
5. In the next box that appears, click Yes.

6. Your calendar will appear in the Other Calendars section to the left.

Subscribe using iOS device

Follow these steps to add a web calendar to your iOS device (iPhone or iPad). You may also subscribe using iCal on macOS which, if signed in with the same iCloud account, will sync to your iOS device.

1. Tap on **Settings** app on your iPhone or iPad
2. Tap **Accounts & Passwords**
3. Under the Accounts section, tap **Add Account**
4. Tap **Other**
5. Under Calendars, tap **Add Subscribed Calendar**
6. Type in your calendar link in the **Server** field; to paste in a copied link, tap and hold the field and select **Paste**.
7. Tap **Next**
8. Use the **Description** field to give the calendar an easily recognizable name
9. Enter a server username and password if required
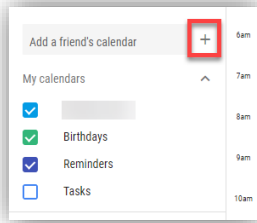10. Tap **Save**
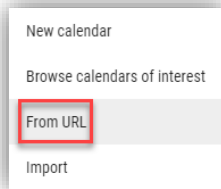
Subscribe using Android device

The steps to add a web calendar to your Android device require a computer.
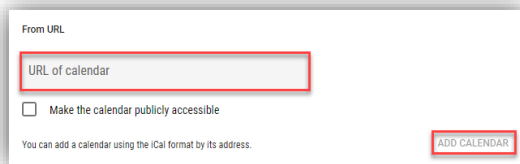
From any computer, visit https://calendar.google.com.

1. Sign into your Google Account if you are not already.
2. Click the **+** next to Add a friend's calendar

3. Click on **From URL**

4. Paste in the **.ics URL** of your preferred calendar and click **Add Calendar**

5. Click the **return arrow** next to Settings header.

6. Your calendar should appear along the left side.
7. Click on the 3 vertical dots next to the name of your calendar to change options such as color and name (under Settings menu).
8. On your Android device, open your **calendar app**.
9. In the settings, make sure your Google account is the same account you used when signing into the online Google Calendar.
10. Select **Sync Now**
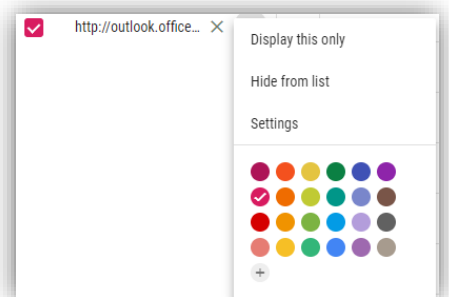
Frequently Asked Questions

Q: A downloaded ICS file appeared on my computer, what do I do with it?

A: Please delete this file. Opening or importing this file with a calendar program will create a duplicate calendar instead of subscribing to the original. **You will not receive updates.** This file downloads if you enter the ICS URL in a web browser.

Q: Why am I not receiving updates on my calendar?

A: Please allow up to 24 hours for updates to appear. If update still do not appear, remove the calendar and add it again using the steps provided.

Q: Why am I unable to add or change events on my subscribed calendar?

A: Subscribed calendars do not allow you to add or change events by design. Vice versa, if you are able to add or change events, your calendar is not properly subscribed.

Q: Why am I not seeing any events after I have subscribed to the calendar?

A: It may take some time for the calendar information to download. Normally it is complete in a matter of minutes, but please allow some time to see if the problem resolves itself. You may delete the calendar and try again if you feel it has not resolved in a timely manner.

Q: Can you help me subscribe using a macOS device?

A: Please use Apple's article on this matter for macOS devices:
https://support.apple.com/en-us/HT202361

Academic Calendar Links

Updated 11/14/2018

Do not visit or click these links. To utilize them correctly, please copy and paste them into the proper location on a platform that supports subscribing to calendars. Please review the steps required to subscribe to a calendar in a previous section to determine the proper location.

To minimize the likelihood of one of the URLs below being incorrectly copied, they have been placed in a single line:

2020

https://outlook.office365.com/owa/calendar/a809e7d50d23462d86778a63573b590e@bcomnm.org/c0070da5095d4337baabe36444212a0616277067491759605794/calendar.ics

Please *Right-Click* and click "**Copy Link Location**". Then paste into proper location.

2021

https://outlook.office365.com/owa/calendar/a809e7d50d23462d86778a63573b590e@bcomnm.org/bee918552a4b482f89c6ffc067d5a75a4824720836081938950/calendar.ics

Please *Right-Click* and click "**Copy Link Location**". Then paste into proper location.

2022

https://outlook.office365.com/owa/calendar/a809e7d50d23462d86778a63573b590e@bcomnm.org/38fc1179f4844ad98797548c3e4a4fda7852277884409114715/calendar.ics

Please *Right-Click* and click "**Copy Link Location**". Then paste into proper location.

Clicking these links results in a .ics file being downloaded. Please delete the file as it is not helpful when subscribing to a calendar.