## How to add your NS Online Calendar to NSCC Live and Outlook

 Log into your course, then from the Comunications group, click on "Calendar."
Click on Settings for the Calendar. This adds the option to Subscribe.
Closslist Calendar
Classlist Calendar
Classlist Calendar
Classlist Calendar
Classlist Calendar
Discussions
Email Groups News



2) Click "Subscribe" in the upper-right portion of your screen.



3) **Outlook Live users**: Right-click the blue link (pictured right) and select "**Copy Shortcut**".

Outlook users: Simply click the link and open/run the file to add this calendar to outlook (Note: outlook must be "setup" already with an email account).

This is the last step for Outlook users.

invalidate :	III	•
invalidate		
Click the R	eset icon to generate a new private add any existing feeds you subscribed to.	iress. This will
https://nso token=a4r	<u>c.test.tbr.desire2learn.com/d2l/le/calen</u> e3pngb0j85k0n8c	dar/feed/user/fe
Copy and subscribe t	paste this link into any external calenda o all your events.	r application to
	The to all calelluars	



4) Open a new tab/window and log into your email account as you normally would. Then click on "**Calendar**" in the bottom-left corner of the screen.

5) Click "Share" at the top and then click "Add Calendar...".

	2011		>	New + Delete	Go to Today		Sh	are 👻 View 👻 🌐
Jan	Feb	Mar		< >_sunda	y			Add Calendar
Apr	May	Jun		oa 30	2000			Share This Calendar
Jul	Aug	Sep		INOV			93	Change Sharing Permissions
Oct	Nov	Dec					111 112	Publish This Calendar to Internet Change Publishing Settings
My Ca	alendars							Show Calendar URL
	Calenda	r		06				07

6) Select the radio button next to "**Calendar from the internet**", then right-click in the Calendar URL: box and select "**Paste**". Then click "**OK**".

Please note that it could take up to 10 minutes for the calendar to "import" and show correctly.

You can add a cale	ndar from your organization or from the
Internet.	
🔘 Calendar from	your organization
💷 Name	
	(Example: Tony Smith)
Calendar from 1	the Internet
Calendar from Calendar URL:	the Internet https://nscc.test.tbr.desire2learn.com/d2l/
Calendar from Calendar URL:	the Internet https://nscc.test.tbr.desire2learn.com/d2l/ (Example: webcal://contoso/soccer.ics)