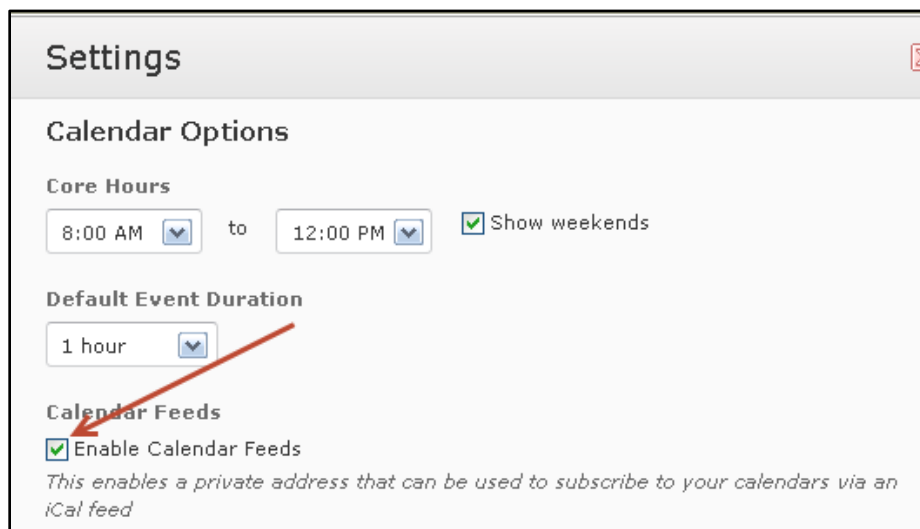
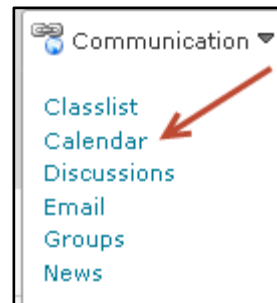
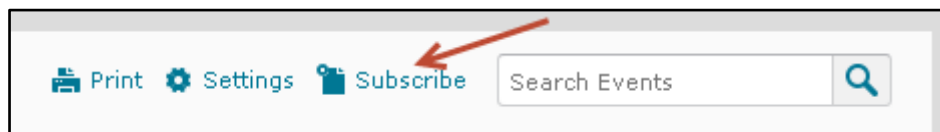


How to add your NS Online Calendar to NSCC Live and Outlook

- 1) Log into your course, then from the Communications group, click on **“Calendar.”** Click on Settings for the Calendar. This adds the option to Subscribe.



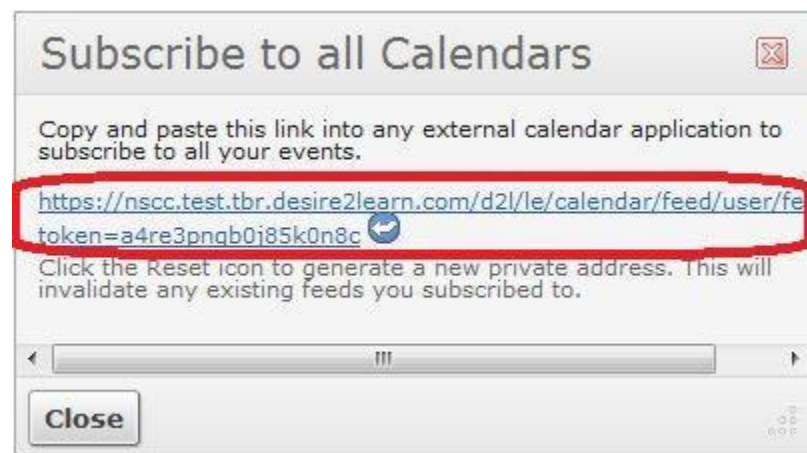
- 2) Click **“Subscribe”** in the upper-right portion of your screen.

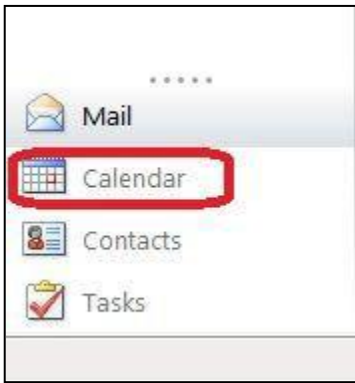


- 3) **Outlook Live users:** Right-click the blue link (pictured right) and select **“Copy Shortcut”**.

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).

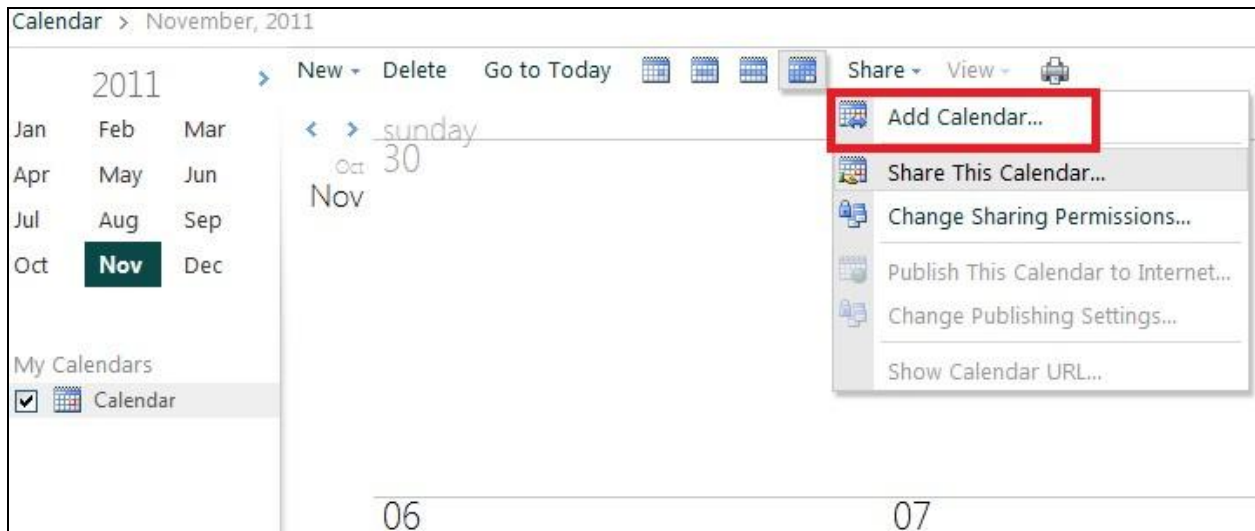
This is the last step for Outlook users.





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...**”.



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.

