Instructions for Automating the RSS Feed of Events to Your Outlook Calendar

- 1. Go to: https://www.csi.cuny.edu/event-listing
- 2. Scroll to the bottom of the page. Right-click on the iCal Feed link on the lower right side and select Copy link address. The link points to <u>https://www.csi.cuny.edu/csievents.ics</u>

			iCal Feed
			Open link in new tab
			Open link in new window
			Open link in incognito window
			Save link as Copy link address
College of Staten Island The City University of New York	Apply to CSI	Careers at CSI	Adobe Acrobat: PDF edit, convert, sign tools 🕨
	Open Houses and Events	Policies, Procedures and	Get image descriptions from Google
	Contact Admissions	Governance	Inspect
2800 Victory Blvd	Paying for College		

- 3. Open your calendar in Outlook.
- 4. On the Home ribbon, click on "Open Calendar".
- 5. On the dropdown menu, select From Internet.

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6. Paste the URL <u>https://www.csi.cuny.edu/csievents.ics</u> into the "**New Internet Calendar Subscription**" box and click **OK**.

New Internet Calendar Subscription ?	×	
Enter the location of the internet calendar you want to add to https://www.csi.cuny.edu/csievents.ics Example: webcal://www.example.com/calendars/Calendar.ics	Outlook:	Microsoft Outlook × Add this Internet Calendar to Outlook and subscribe to updates?
ОКСа	ncel	https://www.csi.cuny.edu/csievents.ics To configure this Internet Calendar, click Advanced.
7. Click Advanced.	Subscription Options	Advanced Yes No
8. Name the Folder.	Use the choice	es below to configure options for this Internet Calendar.
9. Click OK .	General	
10. Click Yes .	Internet Calence Location:	dar: https://www.csi.cuny.edu/csievents.ics
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