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

1. Go to: [https://www.csi.cuny.edu/event-listing](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 - [https://www.csi.cuny.edu/csievents.ics](https://www.csi.cuny.edu/csievents.ics)

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

6. Paste the URL [https://www.csi.cuny.edu/csievents.ics](https://www.csi.cuny.edu/csievents.ics) into the “New Internet Calendar Subscription” box and click OK.

7. Click Advanced.
8. Name the Folder.
9. Click OK.
10. Click Yes.