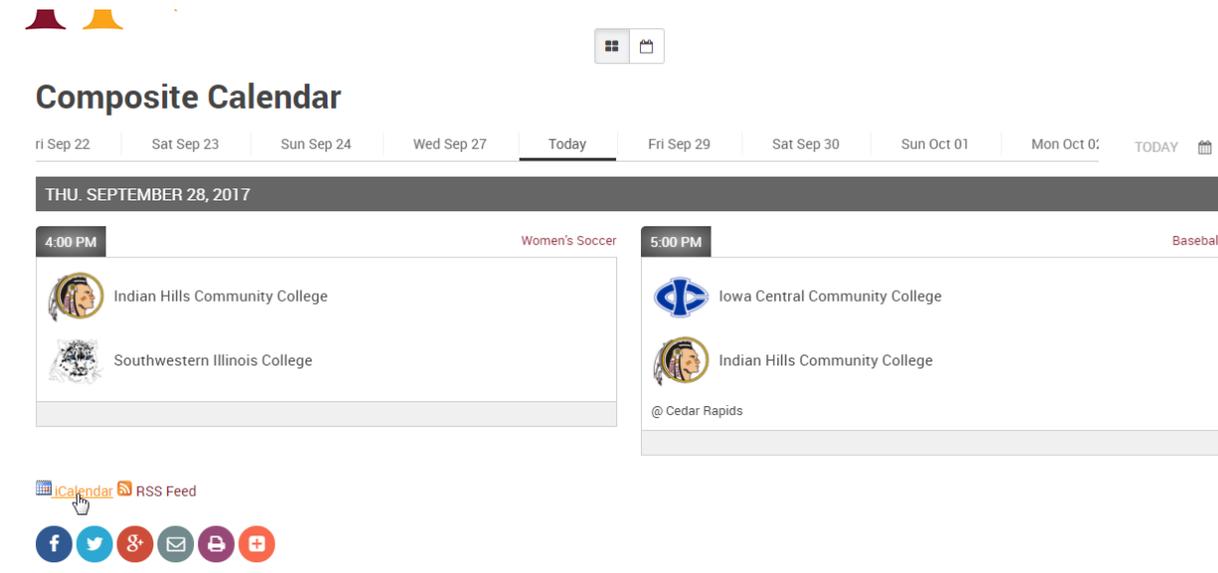


Connecting the College Calendar to your Outlook Calendar

Please use this how-to guide to add the Athletics Calendar to your Outlook Calendar. Once you have completed this how-to guide, any game/meet/competition that is added to the Athletics calendar on the web will automatically update to your Outlook Calendar with no extra steps needed, so you will always know where to go to cheer on your Indian Hills teams!

1. Go to <http://www.indianhillsathletics.com/composite>
2. Click on iCalendar at the bottom of the page, right above the footer.



4. Open the composite.ics file that downloaded when you clicked on the iCalendar in the previous step, and the events will automatically download to your Outlook Calendar.
5. If you followed the steps to add the main College Calendar to your Outlook Calendar you will know that this feed automatically loads in a separate calendar view. If you want to see everything together just right click on the Calendar that you want to add to yours and select "Overlay." Alternatively, you can repeat this step to revert back to a separated view, and if you want to get really crazy you can select "Overlay" on both the Indian Hills Calendar and the Athletics Calendar to see all three on one calendar.

Note: This calendar will not pick-up a Calendar Name like the Indian Hills Calendar does, but you can rename it to "Athletics Calendar" by right clicking on "Untitled" under Other Calendars on the left and selecting "Rename Calendar."

If you have any other questions about this feel free to reach out to Kelsey Faybik at Kelsey.Faybik@indianhills.edu or (641) 683-5102).

