

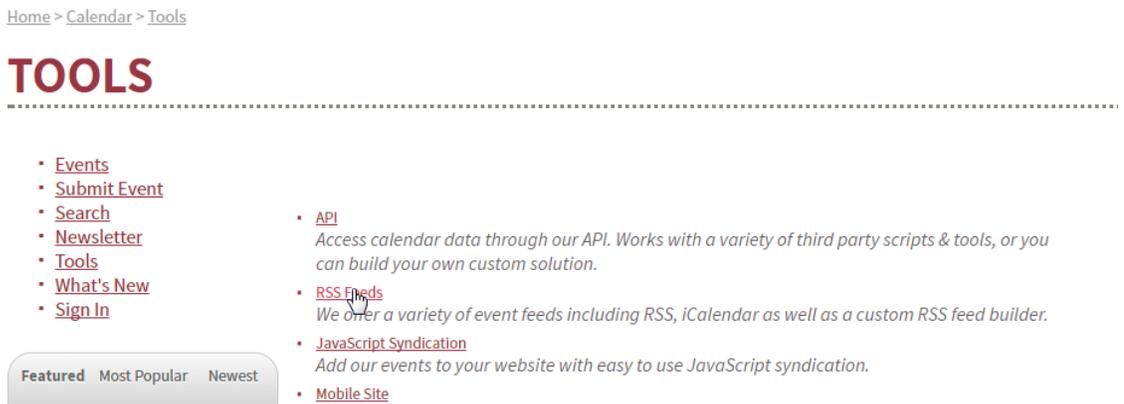
Connecting the College Calendar to your Outlook Calendar

Please use this how-to guide to add the College Calendar to your Outlook Calendar. Once you have completed this how-to guide, anything and everything that is added to the college calendar on the web will automatically update to your Outlook Calendar with no extra steps needed, so you will always know what's going on at Indian Hills!

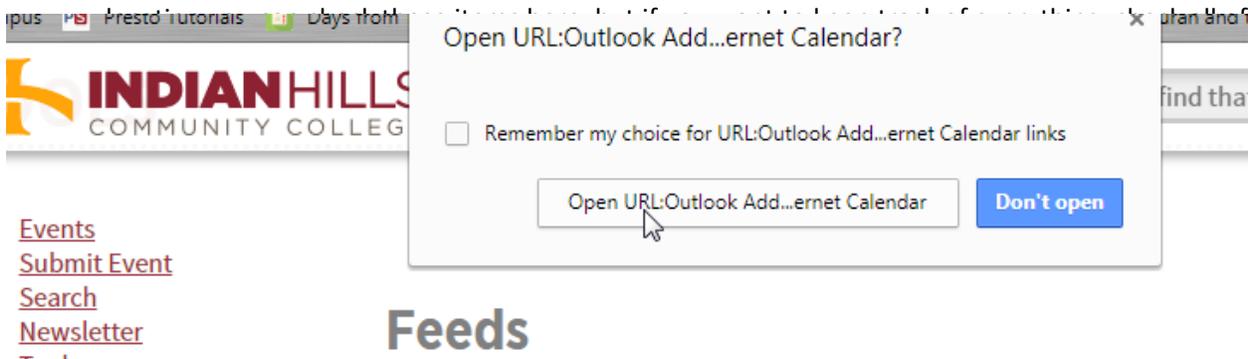
1. Go to www.indianhills.edu/calendar
2. Scroll down to about the middle of the page and look at the left hand navigation.
3. Directly after the checked categories of the left side of the page you should see a smaller selection of items that starts with Events. From that menu, select "Tools."



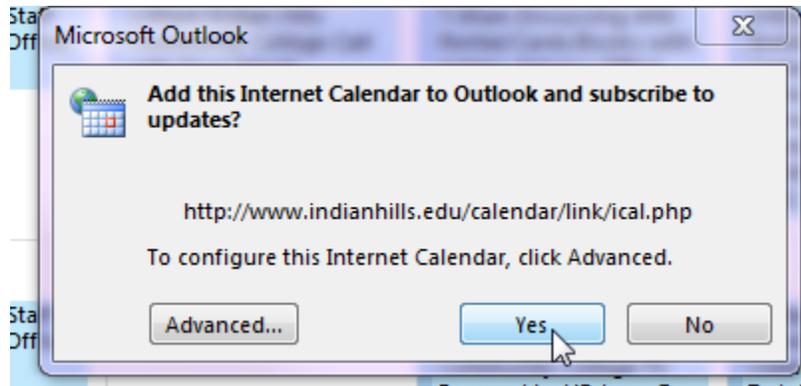
4. Now select RSS Feeds from the center navigation.



5. If you are only interested in keeping track of certain categories of events, or events in a certain



8. Outlook will open and another pop-up will appear that looks like the image below. Select “Yes.”



9. Outlook will automatically add this as a separate calendar next to your email’s calendar, and to some, with extremely busy schedules this can be very helpful to separate the two, but others prefer to just look at one calendar. So, if you would like all events to display on one calendar rather than two side-by-side, continue to step 10. If you want to keep them separated, then you’re all done! Enjoy the college calendar.

Merging your calendar and the College Calendar

10. With the calendar still open from the previous step, right click on Indian Hills Calendar (under Other Calendars on the left) and select Overlay (as seen in the picture to the right). This will overlay the college calendar on top of yours.

Alternatively, if you want to go back to a separate view. Repeat the step above and it will revert back to separate calendars. If you have any other questions feel free to reach out to Kelsey Faybik at Kelsey.Faybik@indianhills.edu or (641) 683-5102.

