

## Add Shared Calendar Instructions

### Outlook (with Exchange)

1. In Outlook, click **File > Account Settings > Account Settings**.
2. On the **Internet Calendars** tab, click **New**.
3. Copy and Paste the feed <https://ptcsc.desire2learn.com/d2l/le/calendar/feed/user/feed.ics?token=av1pslcdpmwwkvofb5b5> and click **Add**.
4. In the **Folder Name** box, type the name of the calendar as you want it to appear in Outlook, then click **OK**.

When you start Outlook, it checks the feed for updates and downloads any changes. If you keep Outlook open, it also periodically checks for and downloads updates. However, be aware that Outlook (and some other calendars as well) may not update for up to 48 hours.

See also [Microsoft's instructions](#) or instructions for subscribing from [Outlook for Mac](#).

### Apple iPad / iPhone

For iPhone users, click <https://ptcsc.desire2learn.com/d2l/le/calendar/feed/user/feed.ics?token=av1pslcdpmwwkvofb5b5> to launch the calendar application and the feed subscription dialog will appear. If that is not the case for you, follow these steps:

1. On the Home screen, tap **Settings**.
2. Tap **Accounts & Passwords**.
3. Choose **Add Account**.
4. Tap **Other** at the bottom of the screen.

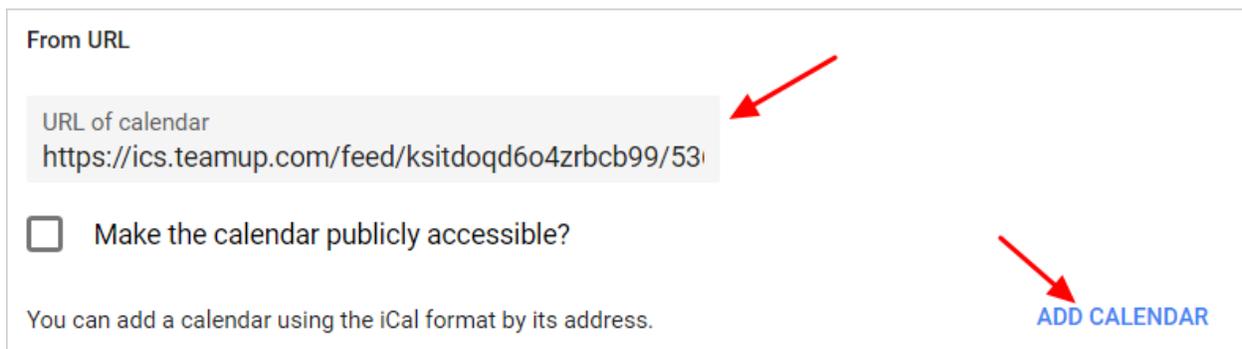
5. Tap **Add Subscribed Calendar**.
6. Enter or paste the iCalendar feed URL supplied above in the field **Server**.
7. Tap **Next**. If you want to enable reminders, turn on the **Events Alerts** (make the button green so that you can set up [reminders](#)).

After you have done the above, your subscribed calendar will appear on your device's default calendar app using iCal. You can then set color for the calendar, or turn the **Event Alerts** button on or off as you wish.

To change the update frequency: In step 3 above, tap "**Fetch New Data**" instead of Add Account. Scroll to the bottom and select the fetch frequency.

## Google Calendar

1. On the left hand side, next to **Add a friend's calendar** click on the symbol + .
2. Choose **From URL**.
3. In the new dialog window, **type or paste** [https://ptcsc.desire2learn.com/d2l/le/calendar/feed/user/feed.ics?token=av1pslc\\_dpmwwkvofb5b5](https://ptcsc.desire2learn.com/d2l/le/calendar/feed/user/feed.ics?token=av1pslc_dpmwwkvofb5b5) and click **Add Calendar**.



From URL

URL of calendar  
<https://ics.teamup.com/feed/ksitdoqd6o4zrbc99/53>

Make the calendar publicly accessible?

You can add a calendar using the iCal format by its address.

[ADD CALENDAR](#)