

Subscribing to a Calendar

To receive alerts when new events are added to a calendar, first you must navigate to the calendar you wish to subscribe to.

Subscribing to Email Alerts

Hover over the  icon and click **Subscribe to Email Alerts**.

Fill out relevant information:

- **Title:** The name of your alert.
- **Alert Type:** Choose to either get alerts online, or email alerts. If choosing email, please fill in valid email address in the email address field. If you are viewing the page as a guest, you will not be able to choose online alerts as guests can only choose the email alert option.
- **Select Email Type:** Html or Text.
- **Notification Time:** Chose to get your alert as soon as an event is added or updated on the calendar, at the end of a day when an event is added or updated, or at the end of the week when an event is added or updated.
- **Security Measure:** If you are a guest user, you will also be prompted to fill out a CAPTCHA to verify that you are a real person subscribing to the alert.

ALERT DETAILS

Enter title for your alert

Would you like to see alerts online?

Show me alerts online

Would you like to be emailed alerts?

Send me alerts by email

Enter email address Required

How often would you like to be emailed alerts?

Send alert results immediately

Send an alert summary daily

Send an alert summary weekly

Select email type

Once the fields have been filled in, click **Add Alert**.

 **Tip:** You can unsubscribe from this alert in the future by clicking the unsubscribe link in the footer of each email alert you receive.

Subscribing to Calendar Feeds

You can also keep up to date with changes to the calendar via its **RSS** and **iCal** feeds.

To view the feeds, hover over the  icon and click **iCal/RSS Feed**.

You can subscribe to a feed by clicking on the name of the calendar page under either **iCal Feeds** or **RSS Feeds**.

iCal Feeds

Click **Open** to add the calendar feed to your default calendar application.

Alternatively, click **Copy** to add the feed URL to your clipboard. You can then paste the feed URL into your calendar application

Name
Calendar

[Open](#) [Copy](#)

RSS Feeds

Click **Open** to add the RSS feed to your default RSS application.

Alternatively, click **Copy** to add the RSS URL to your clipboard. You can then paste the RSS URL into your calendar application

Name
Calendar

[Open](#) [Copy](#)

If you click **Open** for the **iCal** feed, you can then import it into the calendar program of your choice. Alternatively, you can click **Copy** to copy the URL for the feed.

Here are links to instructions on how to import an **iCal** feed to:

- [Outlook](#) (see *Subscribe to Calendar* section).
- [Google Calendar](#) (While the instructions mention Google Calendars specifically, you can use the same steps to add the URL for any calendar feed).
- [iCalendar](#)

If you click **Open** for the RSS feed, the feed will then be opened in your browser and you can then choose to subscribe to the feed with your RSS reader of choice. Alternatively, you can click **Copy** to copy the URL for the feed.

 **Note:** Google Chrome no longer supports RSS feeds by default. To view the feed as rendered content in Google Chrome, you will need to install a browser extension.