How do I subscribe to the calendar with Outlook?

Michael C. - 2022-12-22 - Events

MemberNova offers the ability to subscribe to a Calendar of Events. As events are added to the website calendar, they will show up automatically on your personal calendar.

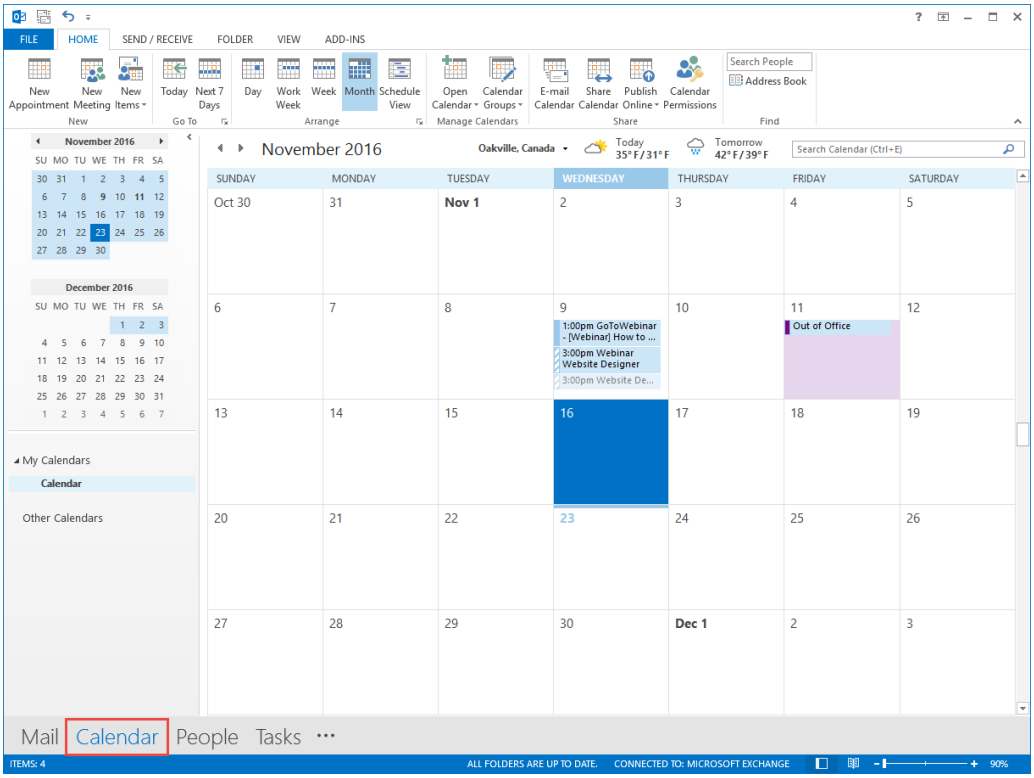
You can find the subscription URL on your MemberNova website's calendar page. Please see the **Subscribing to a Calendar** article for more information.

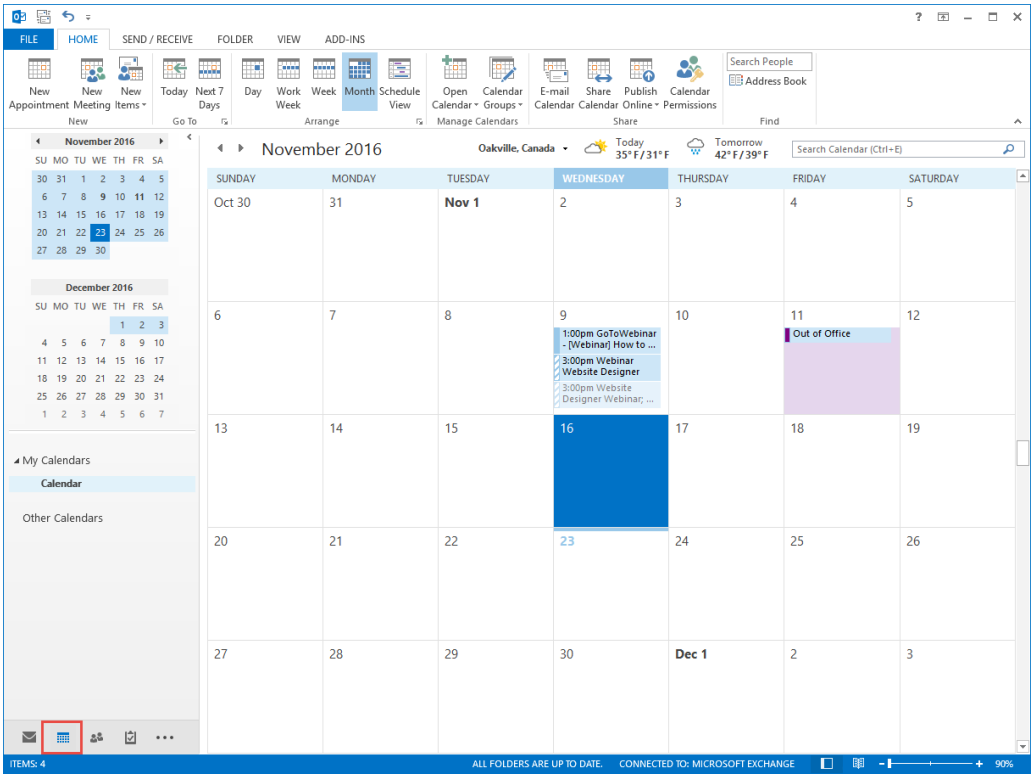
Note

This article applies to Outlook 2013 & 2016.

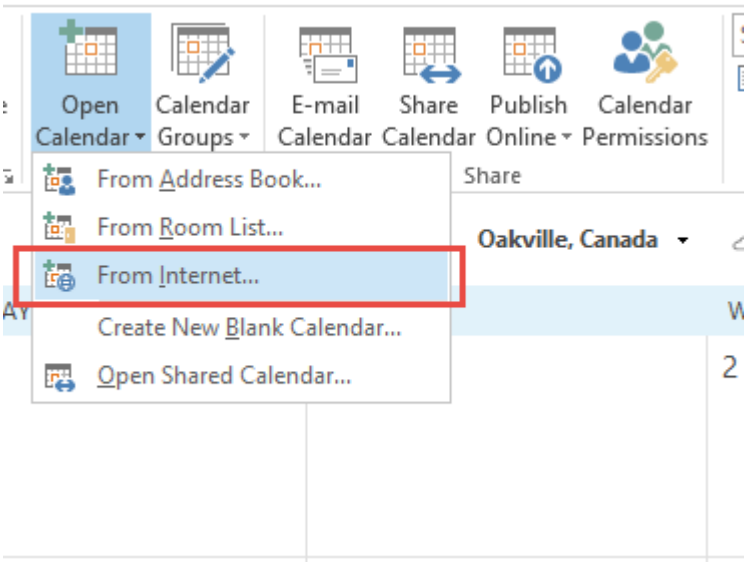
Adding the Subscription

1. With **Outlook** open, go to the Calendar section. Click on the **Calendar Icon**, or word "**Calendar**" in your Outlook to switch to the Calendar view.





2. Click **Open Calendar** on the ribbon bar and choose **From Internet**.

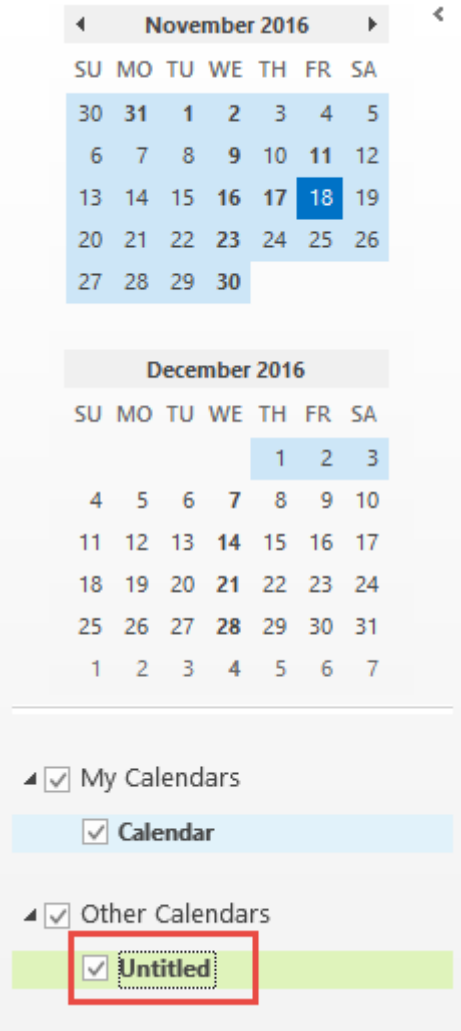


3. **Paste** the Calendar subscription URL into the box. You can find the subscription URL from your MemberNova website's calendar page.

4. Click **OK** to confirm that you want to add it.

5. Click **Yes** to finalize subscribing to the Calendar.

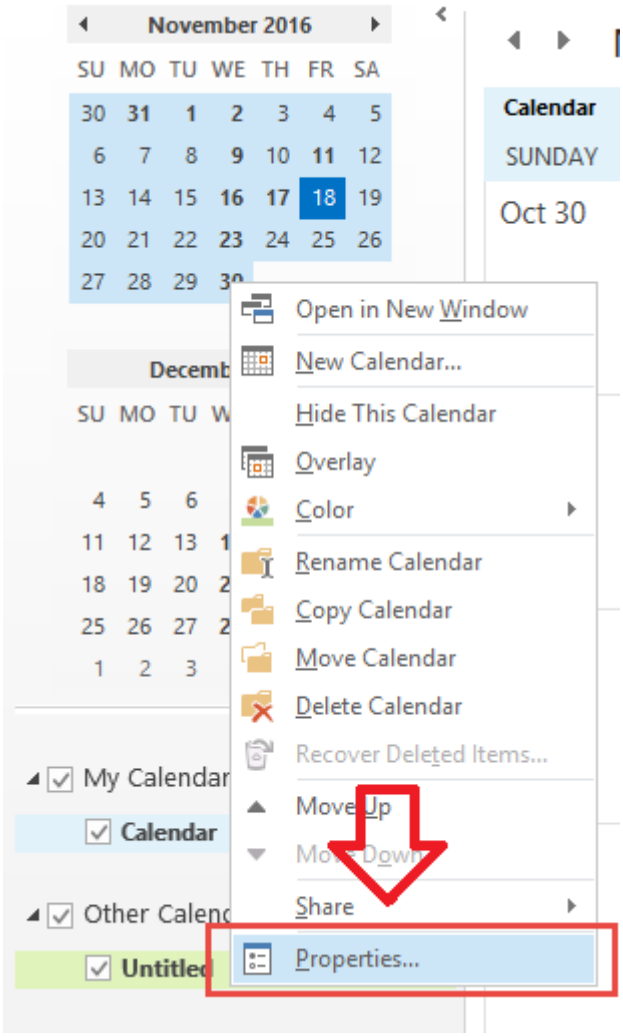
6. You will now see the new Calendar Subscription.



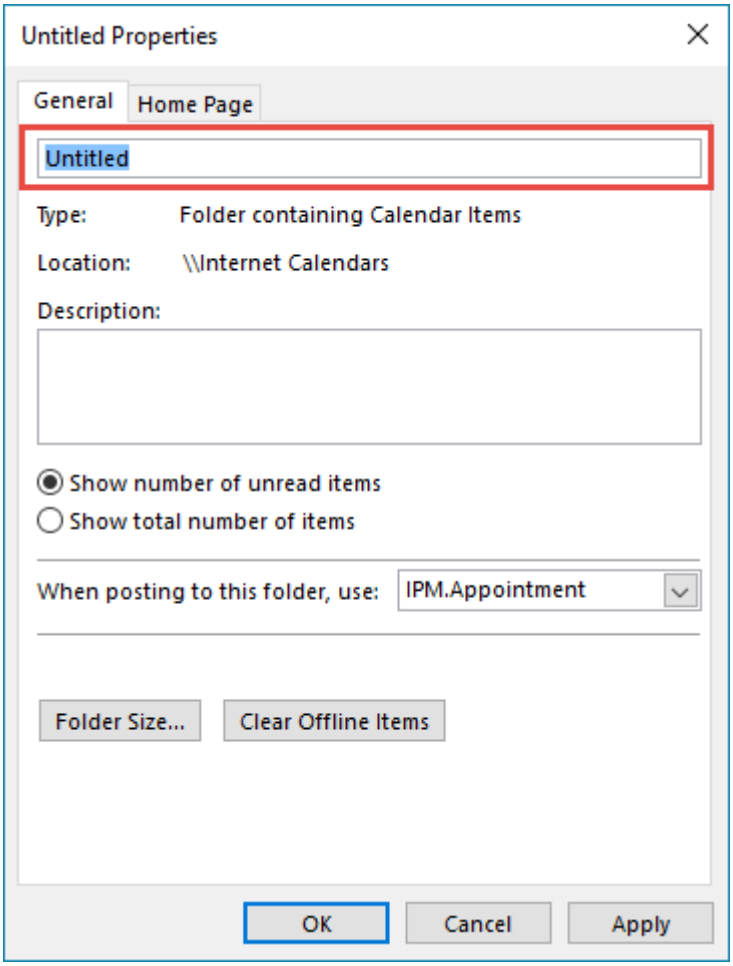
Renaming the Subscription

By default Outlook will insert it as "Untitled", the following steps will let you rename your Calendar Subscription.

1. Right click on your **Untitled** Calendar Subscription, then click on **Properties**.



2. You should see a box with **Untitled** in it, you can click in the box, and type in a new name.



3. Click **OK** to confirm your changes.

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