


## How do I subscribe to a calendar with Outlook?

Michael C. - 2023-03-08 - Support


ClubRunner websites now offer the ability to subscribe to a Calendar of Events. As events are added to the website they will show up automatically on your personal calendar.

You can find the Subscribe to Calendar button on your ClubRunner website's calendar page.

Rotary  Home Green Town Member ▾ About Our Club ▾ Events & Calendar ▾ Our Club Projects ▾

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## Calendar

 Print Version Calendar Grid List

May 2017 today < >


Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1 Community Hall Fundraiser Spring Clean Up Volunteering	2	3	4 Club Meeting	5	6
7	8	9	10	11	12	13
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**Event Types**

■ - Board Meeting Event    ■ - Club Event    ■ - Club Meeting

[Subscribe to Calendar](#)

### Sponsors

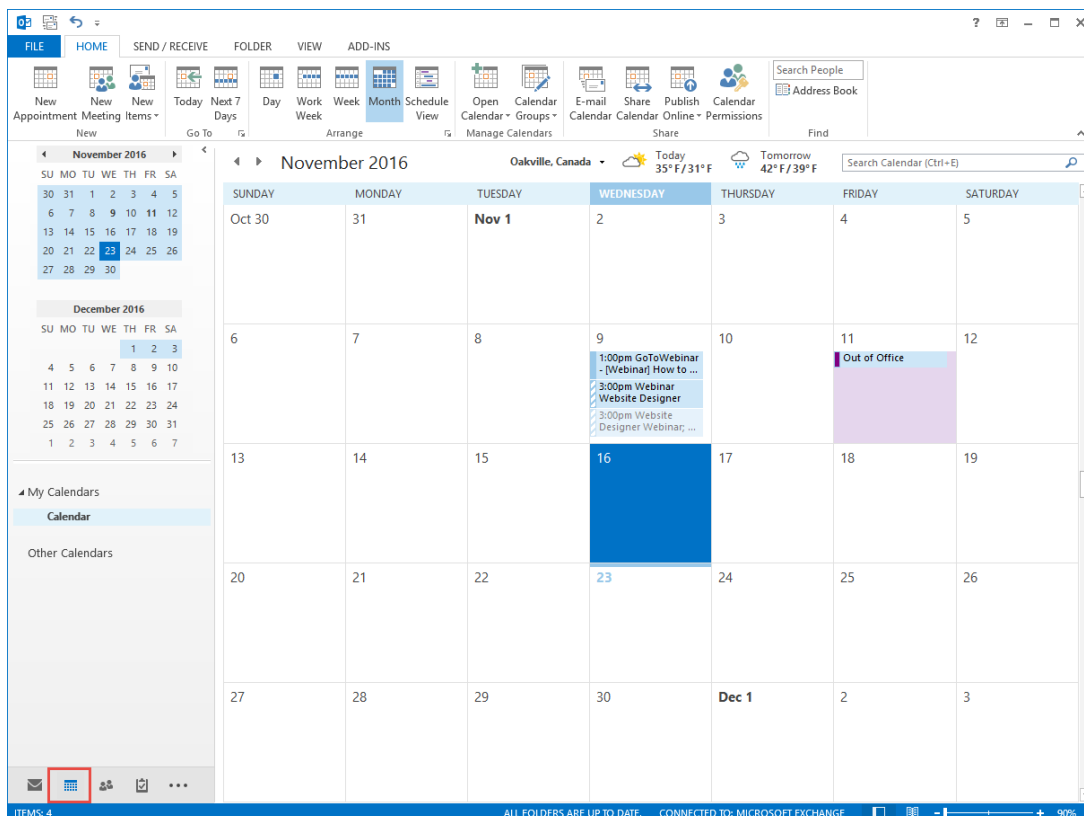
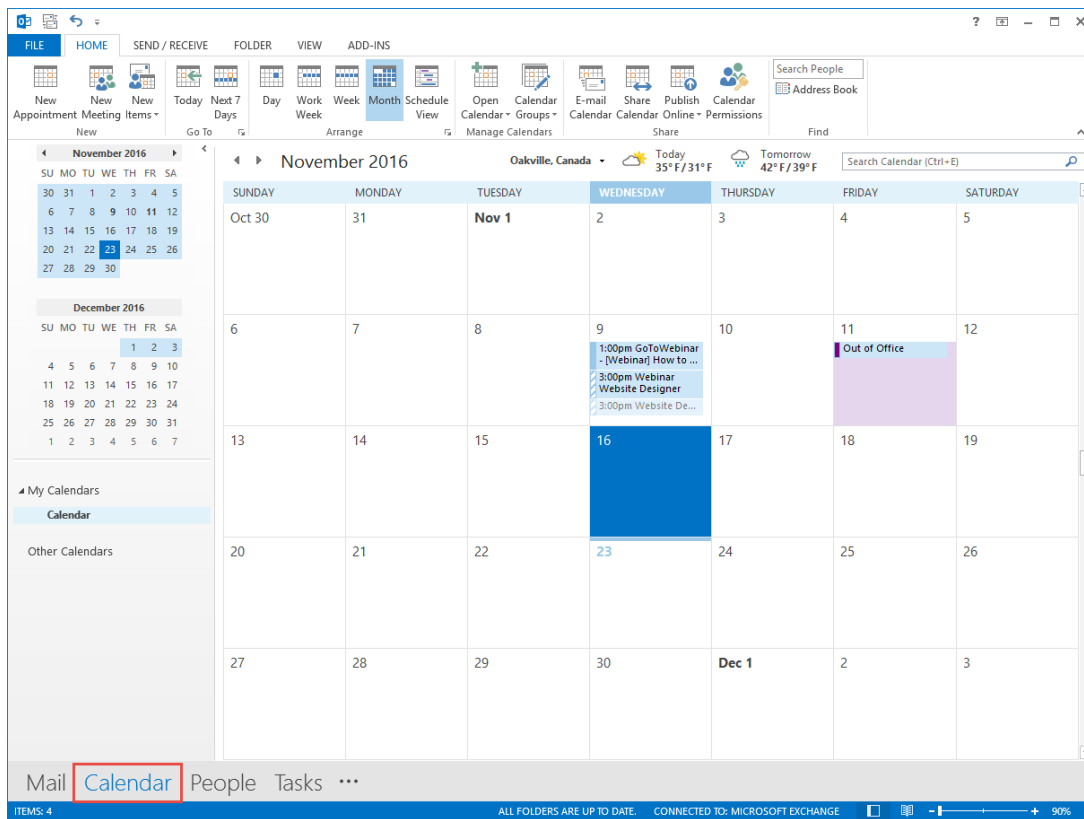
  
Interested in being a sponsor?  
[Download the website sponsorship guide](#)

### Note

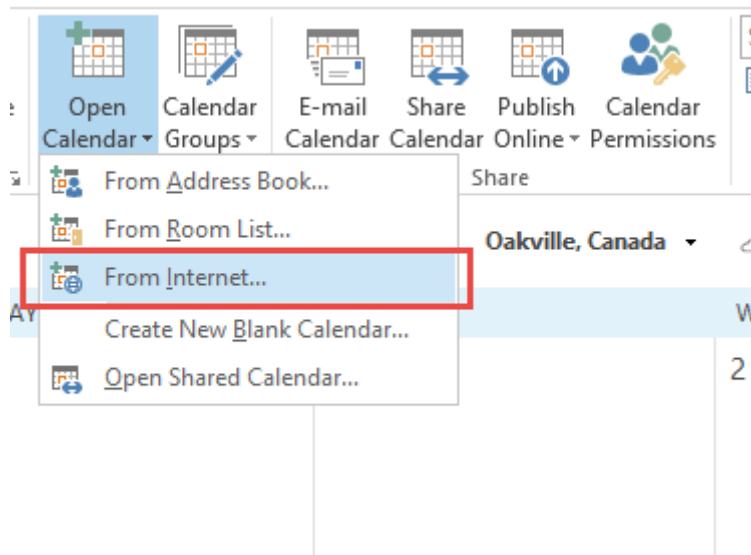
This article applies to Outlook 2013 & 2016.

### Adding the Subscription

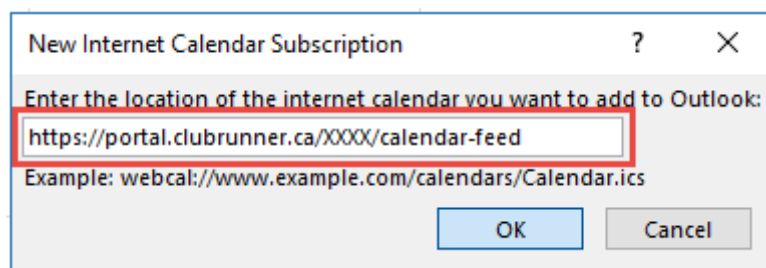
1. With Outlook open, you will need to navigate to the Calendar section by clicking on the **Calendar** icon, or word **Calendar** in your Outlook to switch to the Calendar view.



1. Now in the Calendar view, click on **Open Calendar** on the ribbon bar and choose **From Internet**.



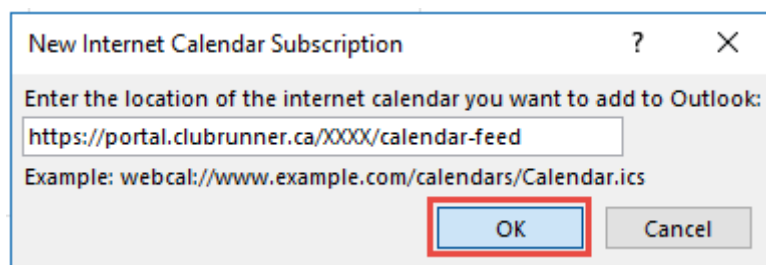
1. Paste the Calendar subscription URL into the box.



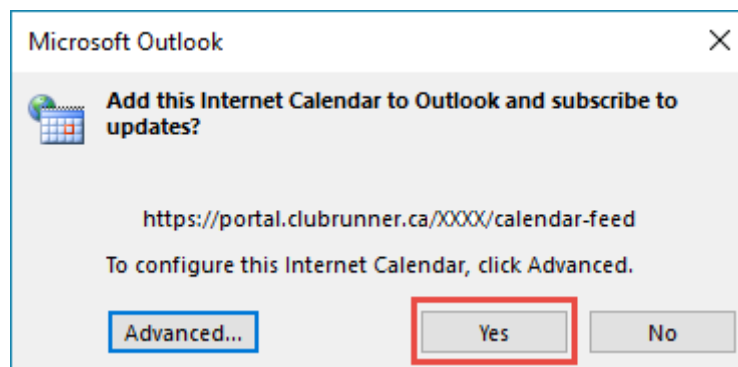
Note

<http://portal.clubrunner.ca/XXXX/calendar-feed> is a placeholder URL. You would need to replace the XXXX with your Club's ClubRunner ID, or use the URL from your Club's "Subscribe to Calendar" button.

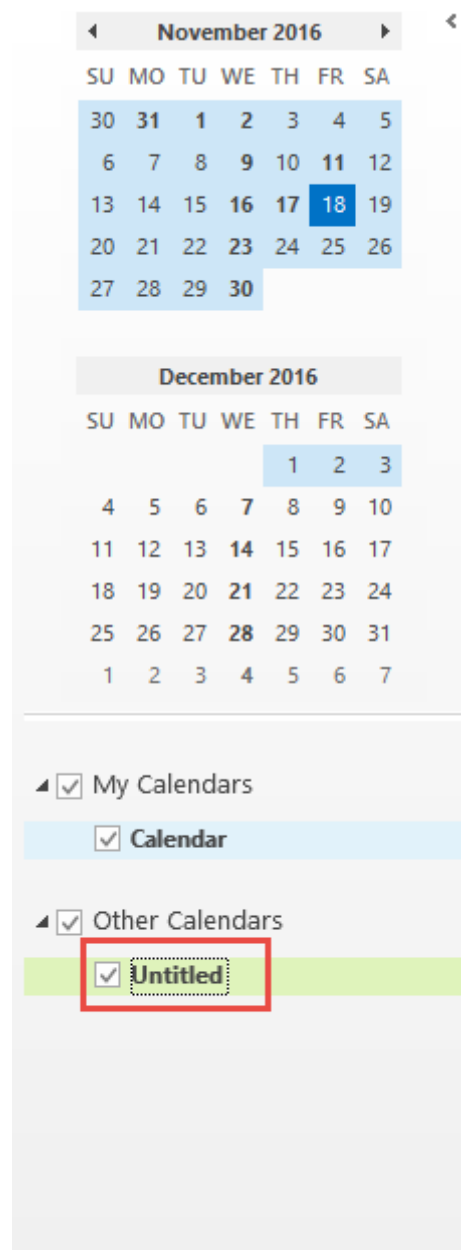
1. Press **OK** to confirm that you want to add it.



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



1. You will now see the new Calendar Subscription.

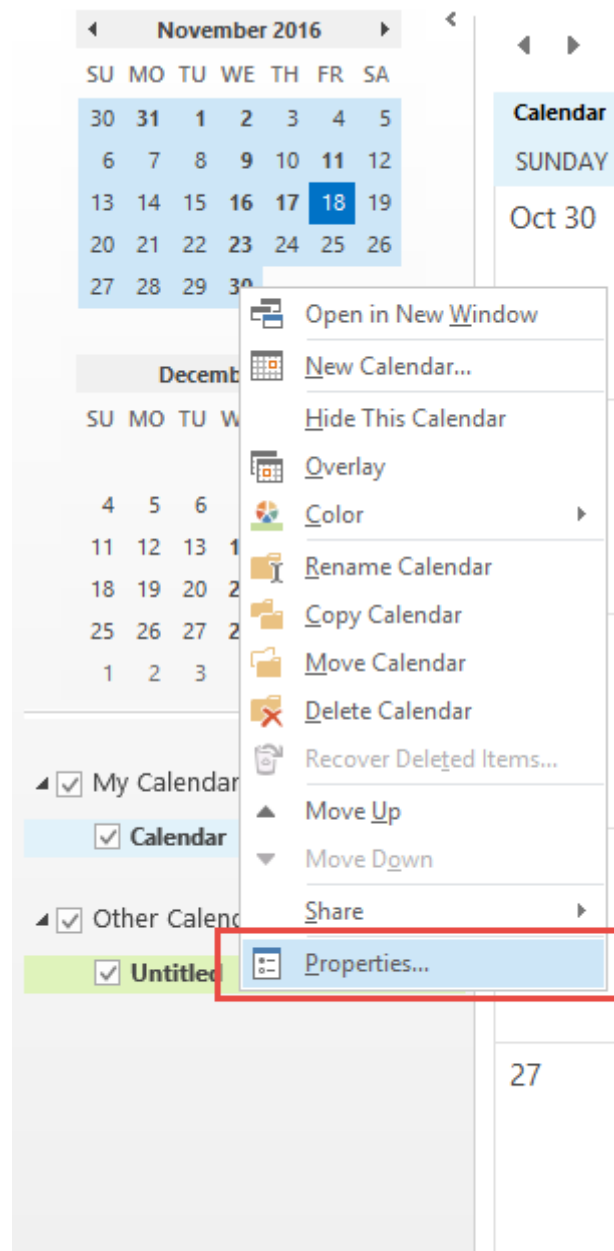


Renaming the Subscription

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**.



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

Untitled Properties

General Home Page

Untitled

Type: Folder containing Calendar Items

Location: \\Internet Calendars

Description:

☒ Show number of unread items  
☐ Show total number of items

When posting to this folder, use: IPM.Appointment

Folder Size... Clear Offline Items

OK Cancel Apply

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

Untitled Properties

General Home Page

Rotary Club of Green Town

Type: Folder containing Calendar Items

Location: \\Internet Calendars

Description:

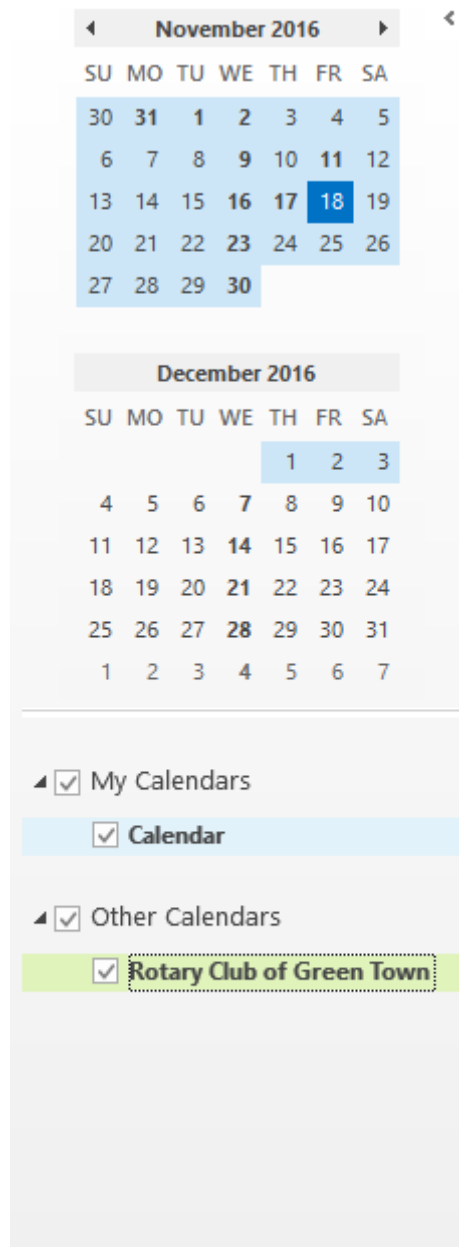
☒ Show number of unread items  
☐ Show total number of items

When posting to this folder, use: IPM.Appointment

Folder Size... Clear Offline Items

OK Cancel Apply

1. You can now see that your change has taken effect.



#### Related Content

- [How do I subscribe to a calendar with Google Calendar?](#)
- [How do I subscribe to a calendar with Apple Calendar?](#)
- [How do I subscribe to a calendar?](#)