

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.

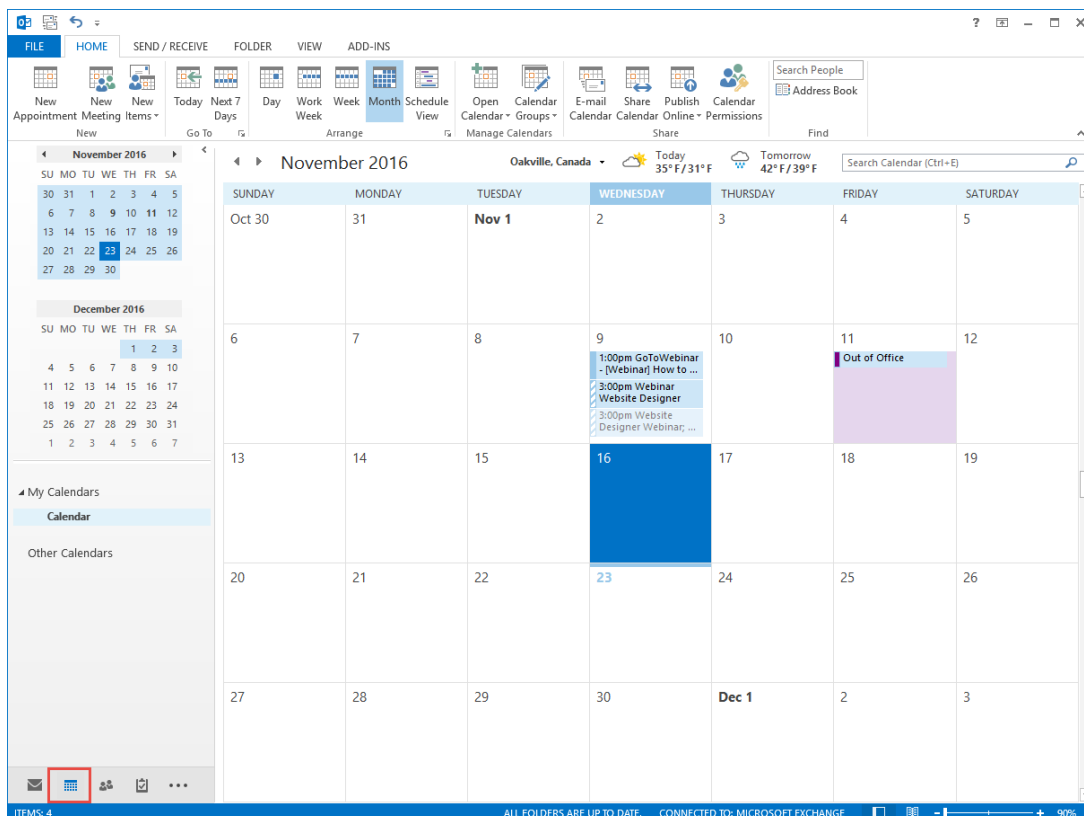
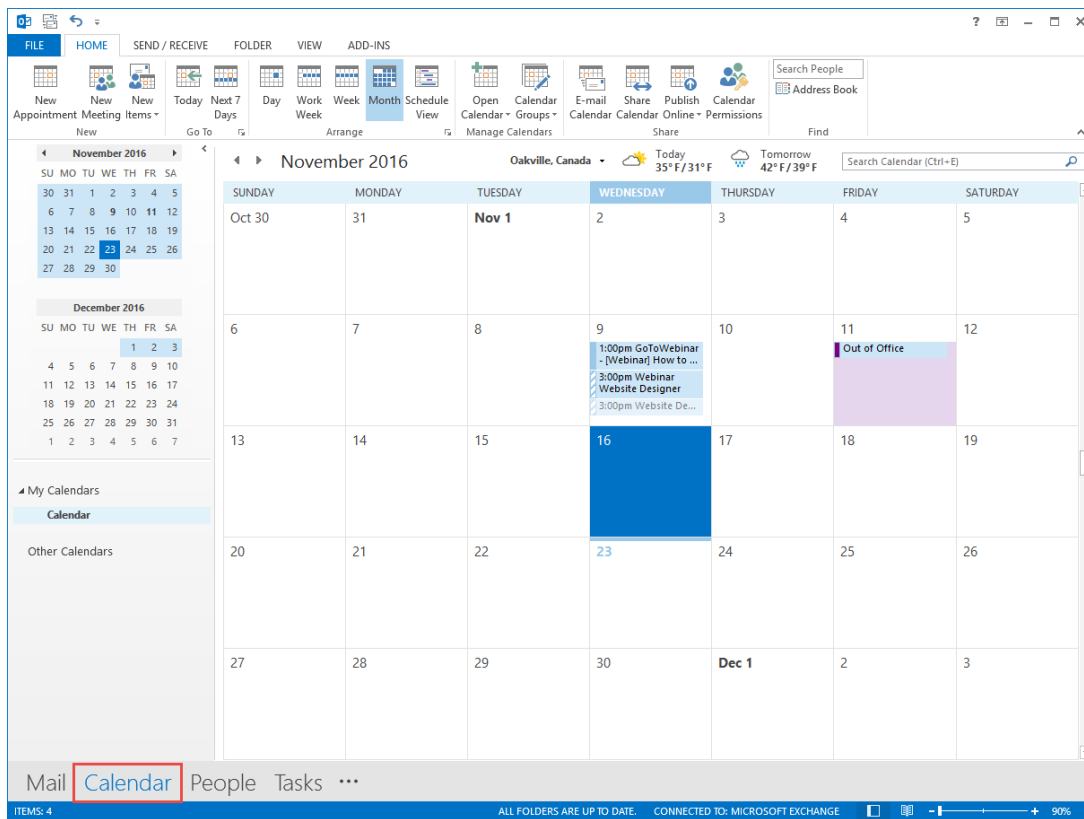
The screenshot displays the ClubRunner website's calendar interface. At the top, a blue navigation bar includes the Rotary logo, a user profile 'Green Town Member', and links for 'Home', 'About Our Club', 'Events & Calendar', and 'Our Club Projects'. Action buttons for 'Donate to our Club', 'Contact Us', and 'Join our Club!' are also present. The main section is titled 'Calendar' and features a 'Print Version' link and view toggles for 'Calendar', 'Grid', and 'List'. The calendar is set for May 2017, showing a grid with events such as 'Community Hall Fundraiser' (a multi-day event spanning from Sunday to Saturday), 'Spring Clean Up' (Monday), 'Volunteering' (Monday), and 'Club Meeting' (Thursday). A 'Subscribe to Calendar' button is prominently displayed at the bottom right of the calendar grid. To the right of the calendar, a 'Sponsors' section includes a hand icon and a link to download a sponsorship guide. A legend at the bottom left identifies event types: Board Meeting Event (dark blue), Club Event (light blue), and Club Meeting (yellow).

Note

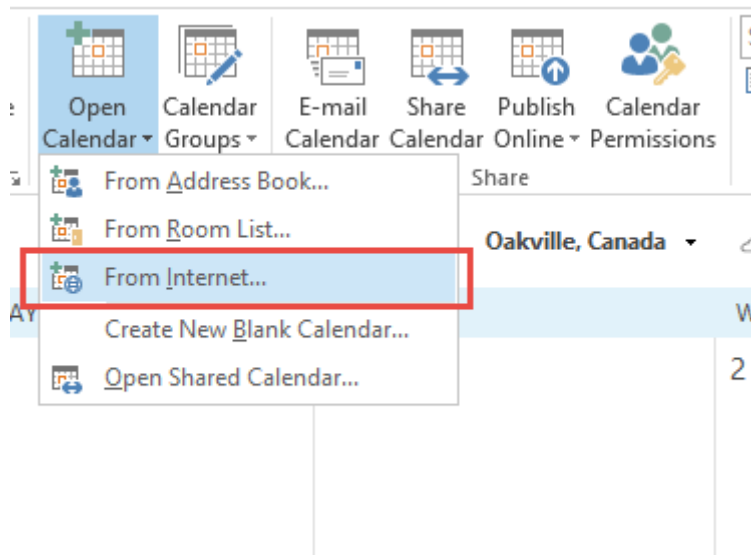
This article applies to Outlook 2013 & 2016.

Adding the Subscription

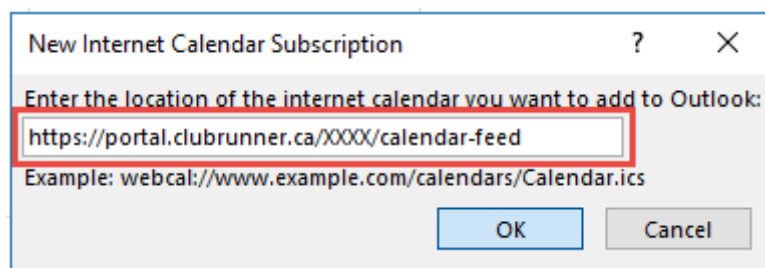
1. With Outlook open, you will need to navigate to the Calendar section by clicking on the **Calendar** icon, or word **Calendar** in your Outlook to switch to the Calendar view.



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



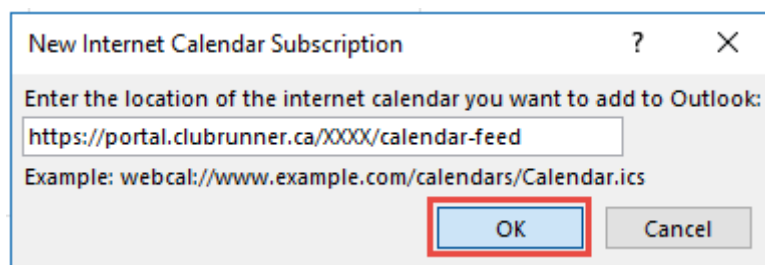
1. Paste the Calendar subscription URL into the box.



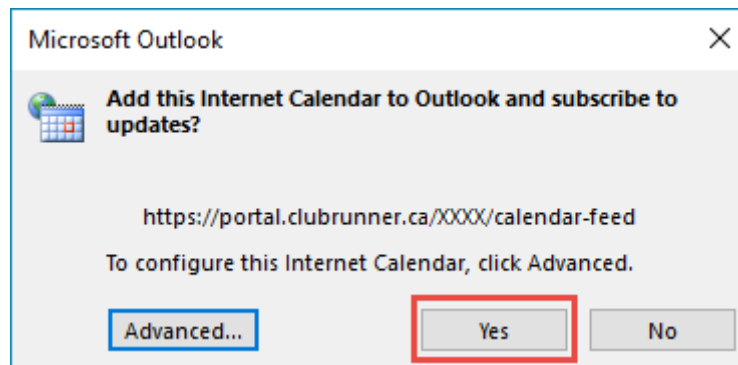
Note

<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.

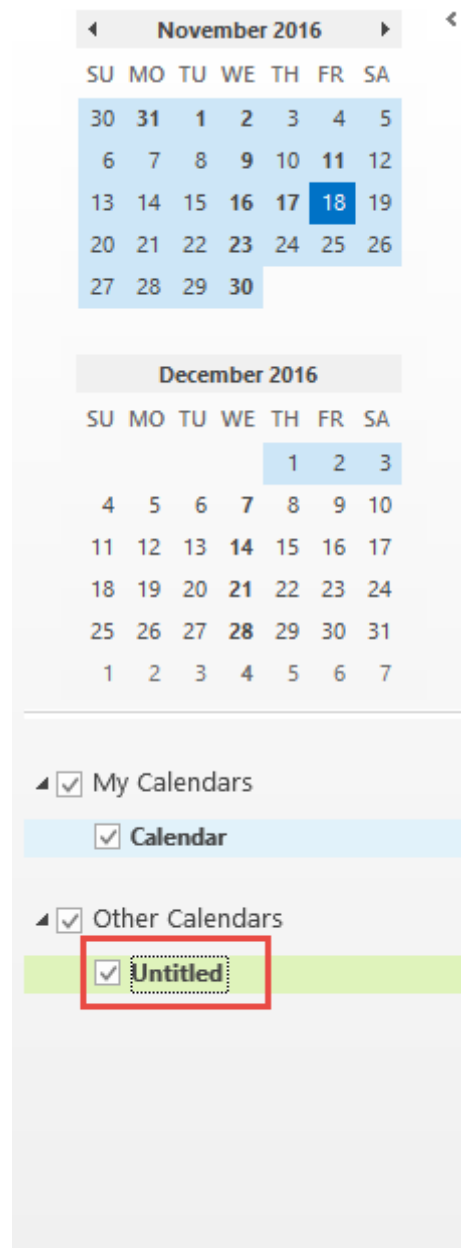
1. Press **OK** to confirm that you want to add it.



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



1. You will now see the new Calendar Subscription.

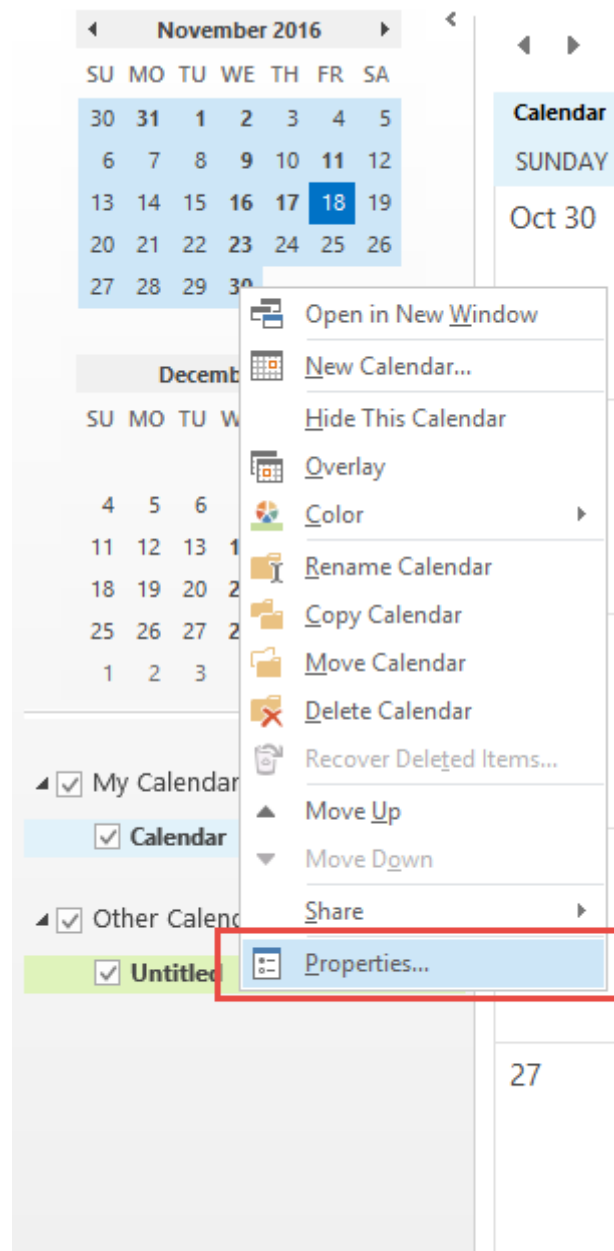


Renaming the Subscription

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:

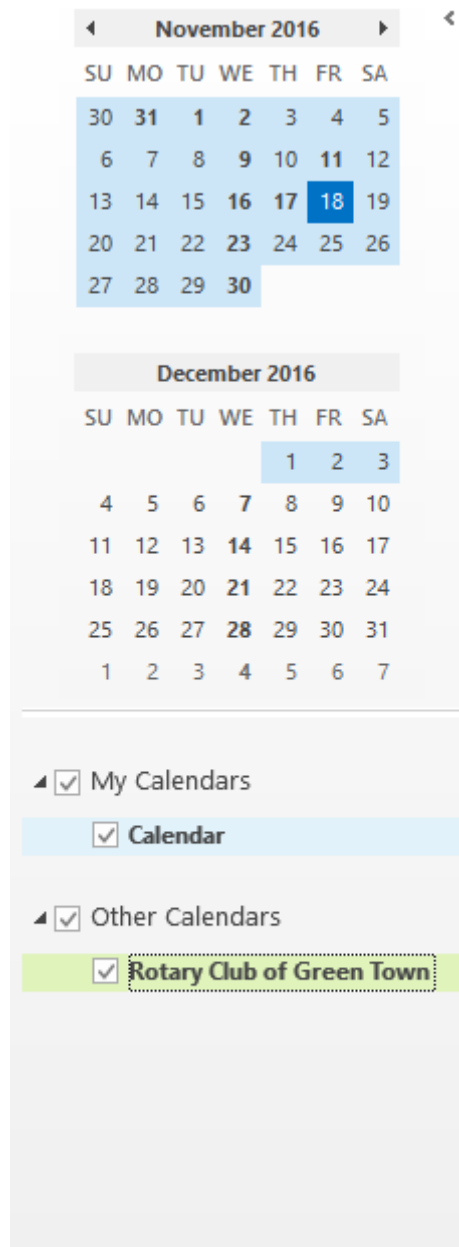
☒ Show number of unread items
☐ Show total number of items

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?](#)