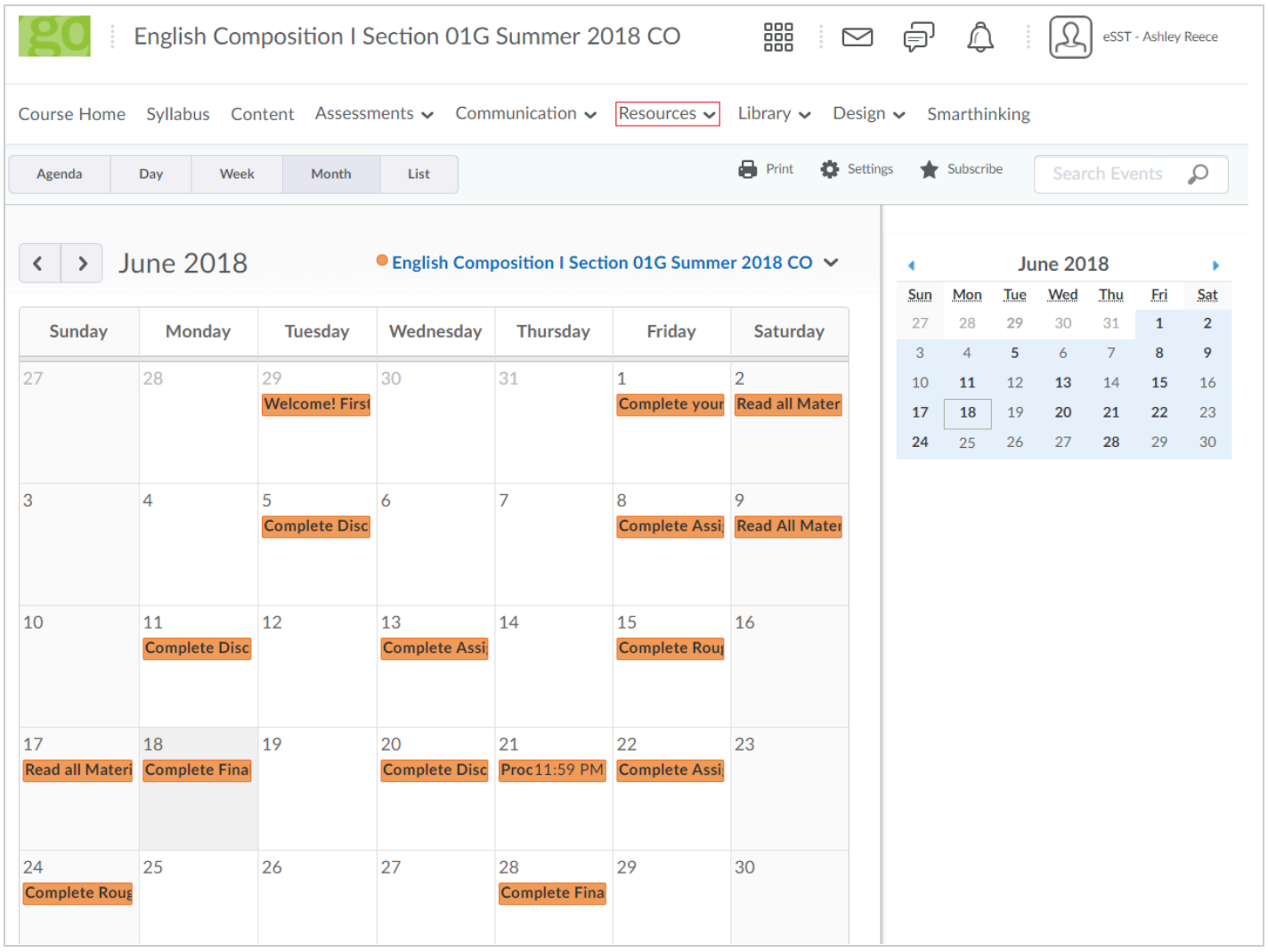
Syncing your GoVIEW and Personal Calendars

Syncing your GoVIEW course calendar with your personal calendar can be a great way to stay on track with a course.

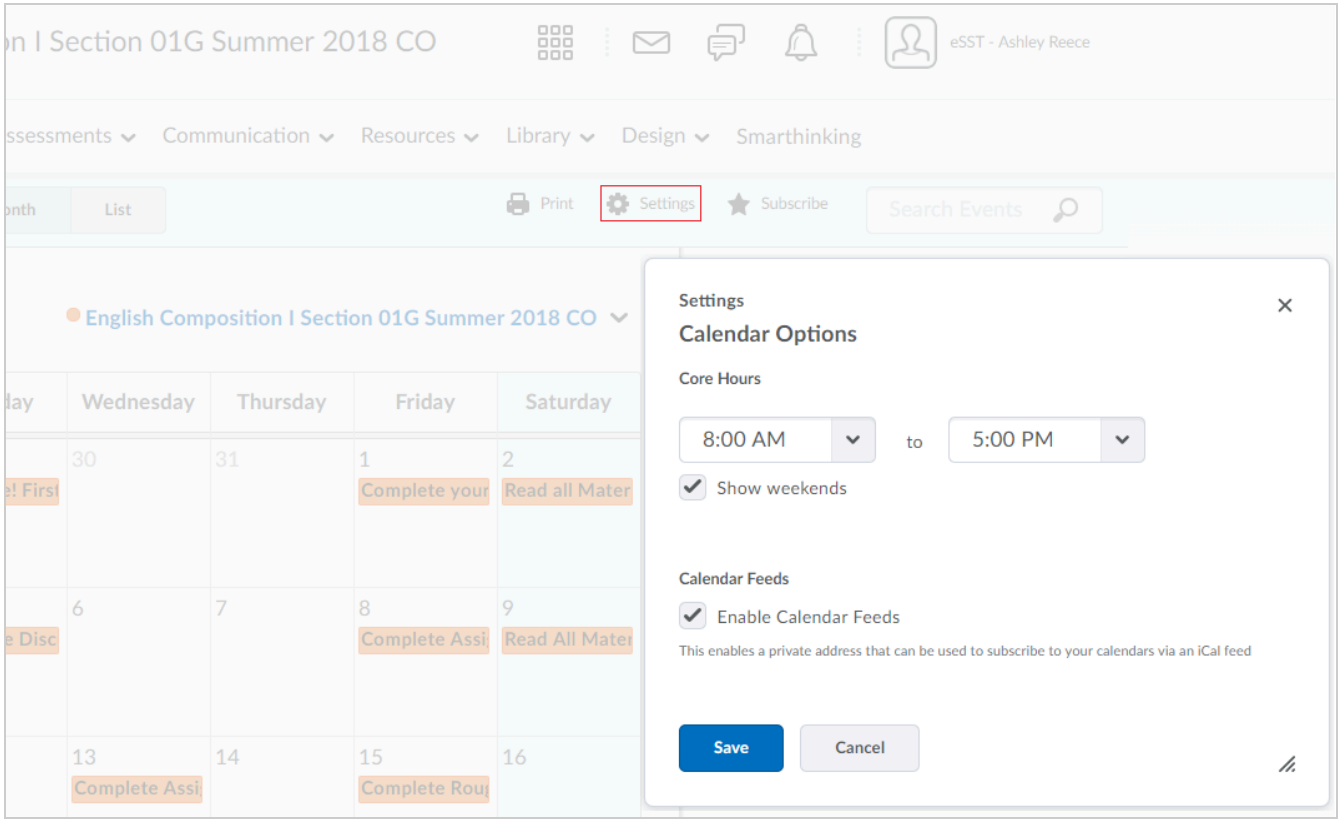
Access the Course Calendar

- Log into GoVIEW.
- Select the appropriate course
- Select Calendar from the Resources Drop down on the navigation bar.

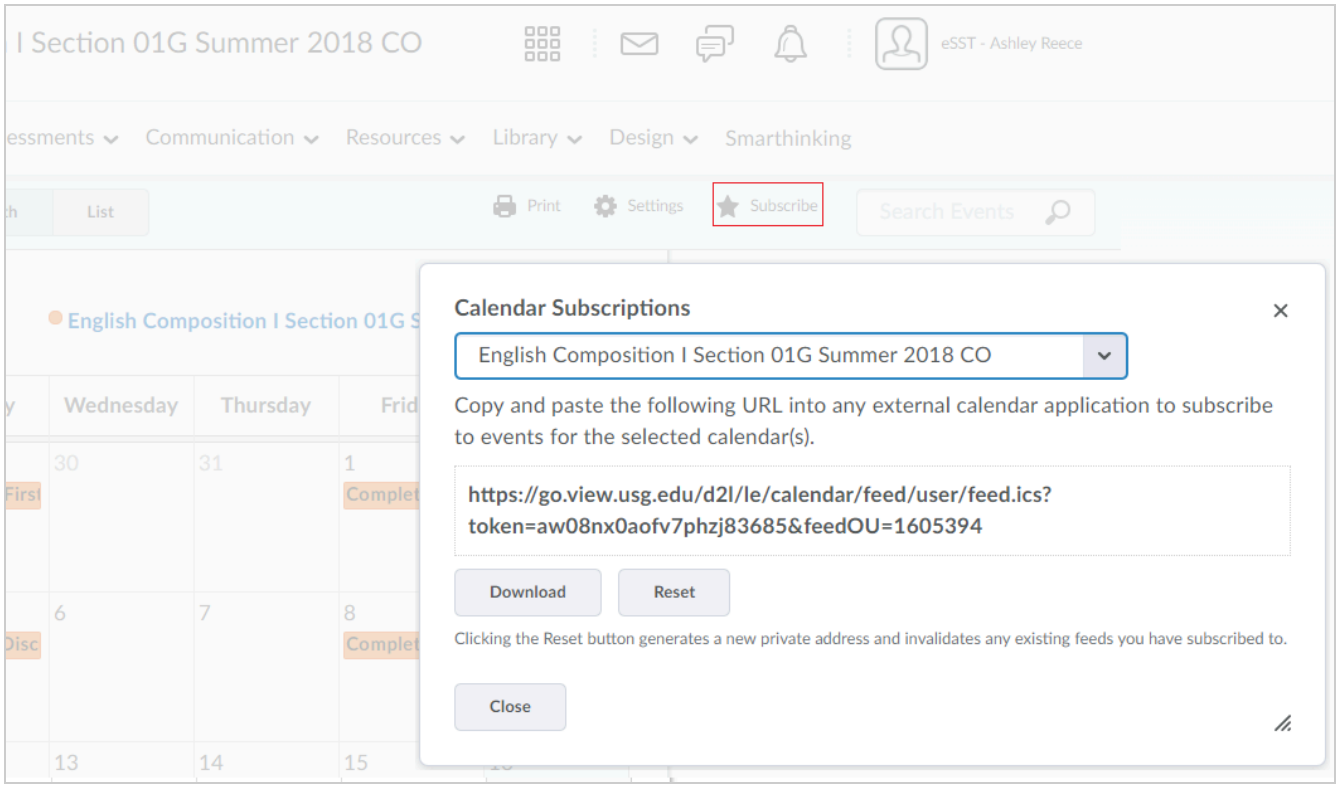


Enable Calendar Sharing & Subscription

- First you must Enable Calendar Feeds. Click the calendar ☼Settings button located just under the navigation bar.
- Check the Enable Calendar Feeds Button and click save.



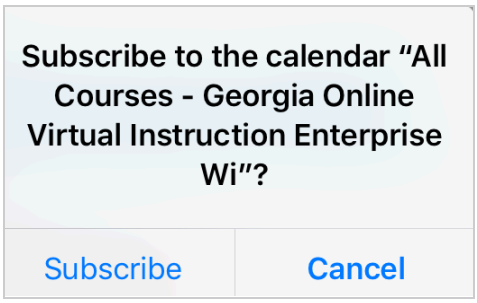
- Next, click the ✯Subscribe button and select the calendar you would like to sync. You also have the option to select all calendars which is a great idea if you are taking multiple courses.



- You may now copy and paste the link into your personal calendar application or download the iCal file to sync with outlook.

Syncing with a Mobile Device

- Copy the link provided and email it to yourself.
- Access the email through your mobile device and click the link.
- A prompt will open.
- Click Subscribe and the calendar contents will sync to your mobile device-default calendar.



Syncing with a Web Application Like Gmail

- Open the web application on your computer.
- Click Settings - For gmail there are two options:
    - Add by URL
        - Click Add calendar
        - Click from URL
        - Paste the URL from GoVIEW into the field and click Add Calendar
    - Add by iCal file
        - Click Import & Export
        - Upload the iCal file from GoVIEW and click Import
- Syncing with other web applications will be similar but may differ slightly. For instructions to sync with a different Web Application, review their instructions for adding an iCal file.

Syncing with Outlook

- In GoVIEW, click the download button.
- Open your Outlook client
- Open the downloaded file and it will automatically sync to your Outlook calendar.