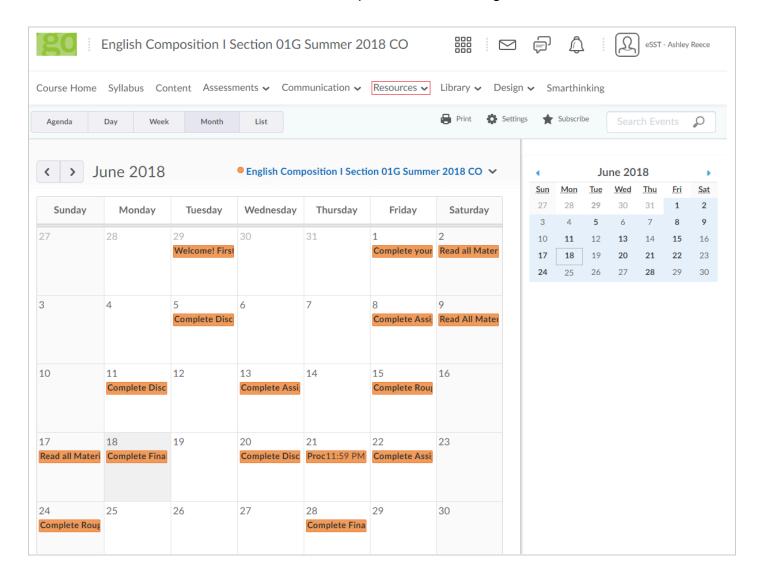


Syncing your GoVIEW and Personal Calendars

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

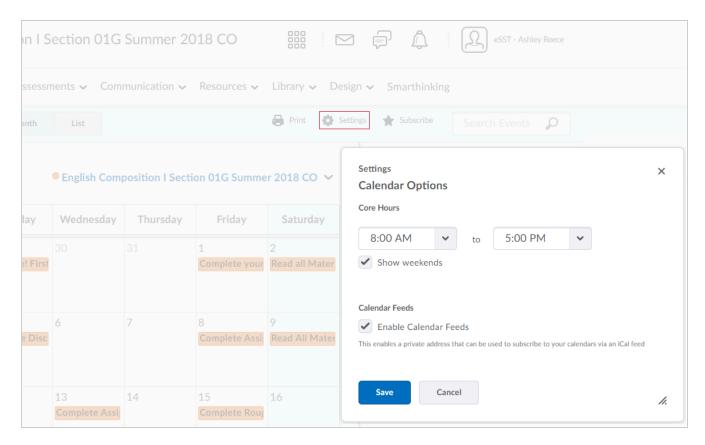
- Log into GoVIEW.
- Select the appropriate course
- Select Calendar from the Resources Drop down on the navigation bar.



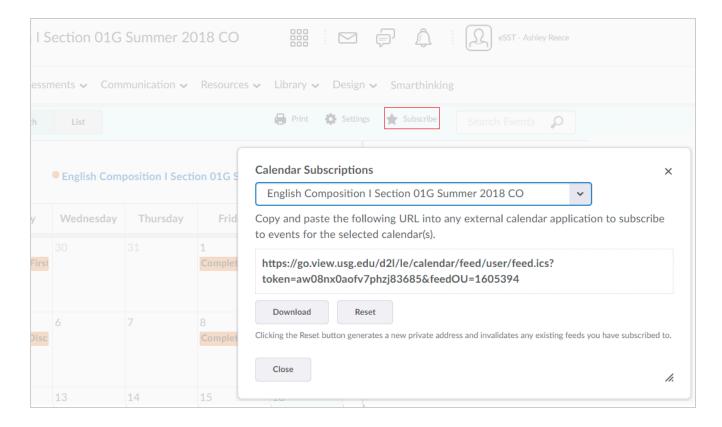
Enable Calendar Sharing & Subscription

- 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.

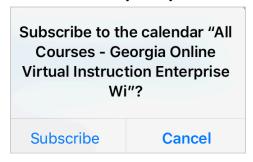




 You may now copy and paste the link into your personal calendar application or download the iCal file to sync with outlook.

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.