

# How to add the SWE Google Calendar

Select the +GoogleCalendar Button in the lower right corner

**Calendar**

General SWE Calendar

Today February 2022

Print Week Month Agenda

| Sun                            | Mon                            | Tue  | Wed                           | Thu  | Fri  | Sat   |
|--------------------------------|--------------------------------|--|-------------------------------|--|--|---|
| 30                             | 31                             | Feb 1<br>First Day of Black History<br>5pm Spring 2022 Student | 2<br>6pm BMES Meeting with I  | 3<br>9am 1:1 Virtual Coffee Ch<br>1pm Illumina 101 Virtual<br>4pm E-Bash | 4<br>5pm Boeing Tech Team S  | 5   |
| 6                              | 7<br>5pm Spring Kickoff Sectio | 8<br>5pm Speed Friending - M                                   | 9<br>6pm EWI Prep Night       | 10<br>1pm Illumina Virtual Ever<br>5pm Tie Blanket Making -              | 11<br>5pm Boeing Tech Team S   | 12<br>10am Basketball Concessi                              |
| 13                             | 14<br>Valentine's Day          | 15<br>5pm Evening With Indust                                  | 16<br>5pm School Outreach Kic | 17<br>1pm Illumina Virtual Ever<br>5:30pm VLC Spring Kickof              | 18<br>5pm Boeing Tech Team G   | 19<br>11:30am HOLD: Indigenou                               |
| 20<br>9am Basketball Concessio | 21<br>Presidents' Day          | 22<br>9am 1:1 Virtual Coffee Ch<br>5pm February Section Me     | 23                            | 24<br>1pm Illumina Virtual Ever<br>6:30pm HOLD: Mentoring                | 25<br>5pm Boeing Tech Team G   | 26<br>7:30am Wrestling Concess<br>10:30am Coffee Chats with |
| 27                             | 28<br>5pm NMC Tote Bag Painti  | Mar 1<br>First Day of Women's Hi<br>5pm Basketball Concessio   | 2                             | 3  | 4<br>WE Local Des Moines - SWE Conference - SIGN U<br>5pm Boeing Tech Team G | 5   |

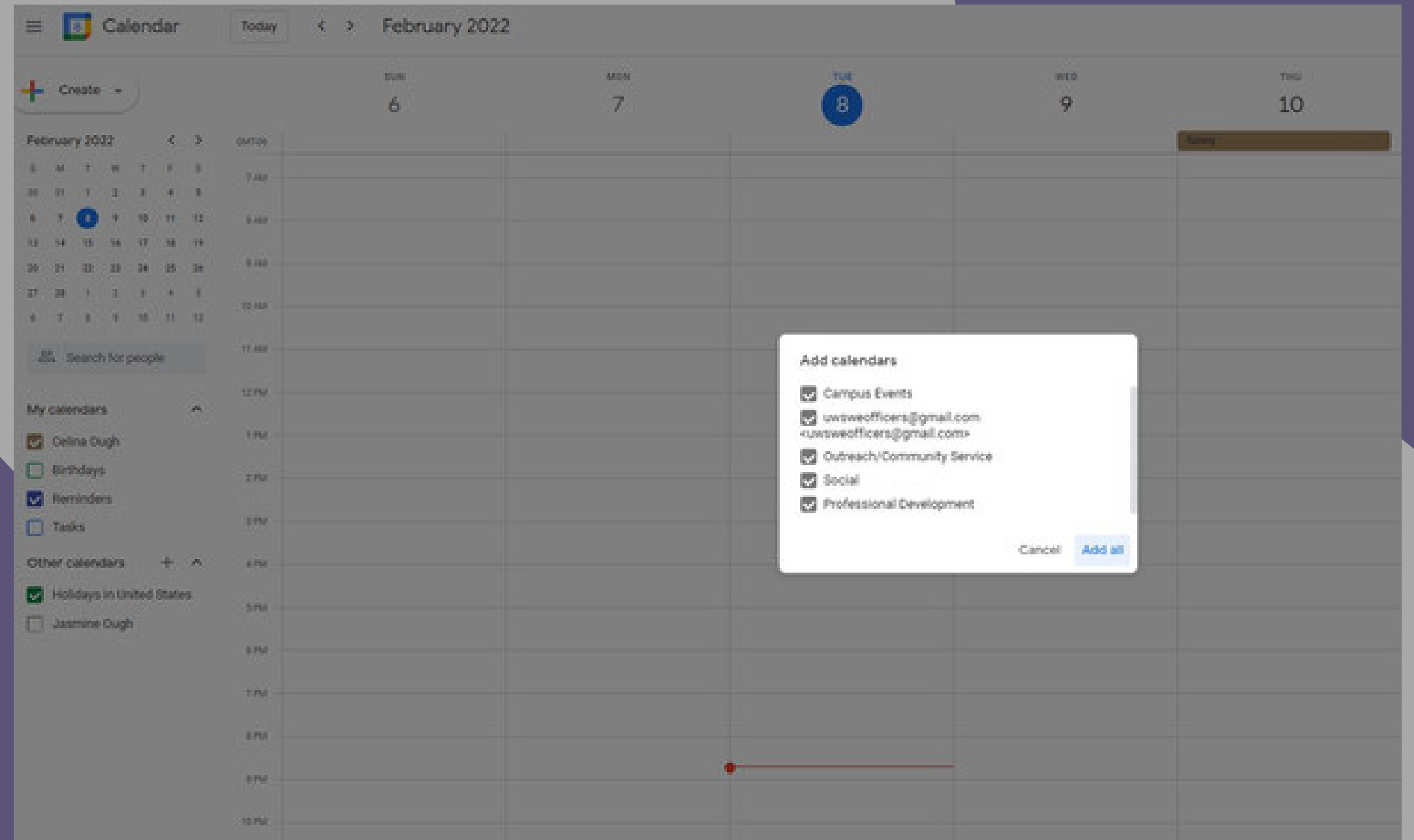
Events shown in time zone: Central Time - Chicago

+GoogleCalendar

Select the Calendars you want and Click "Add All"

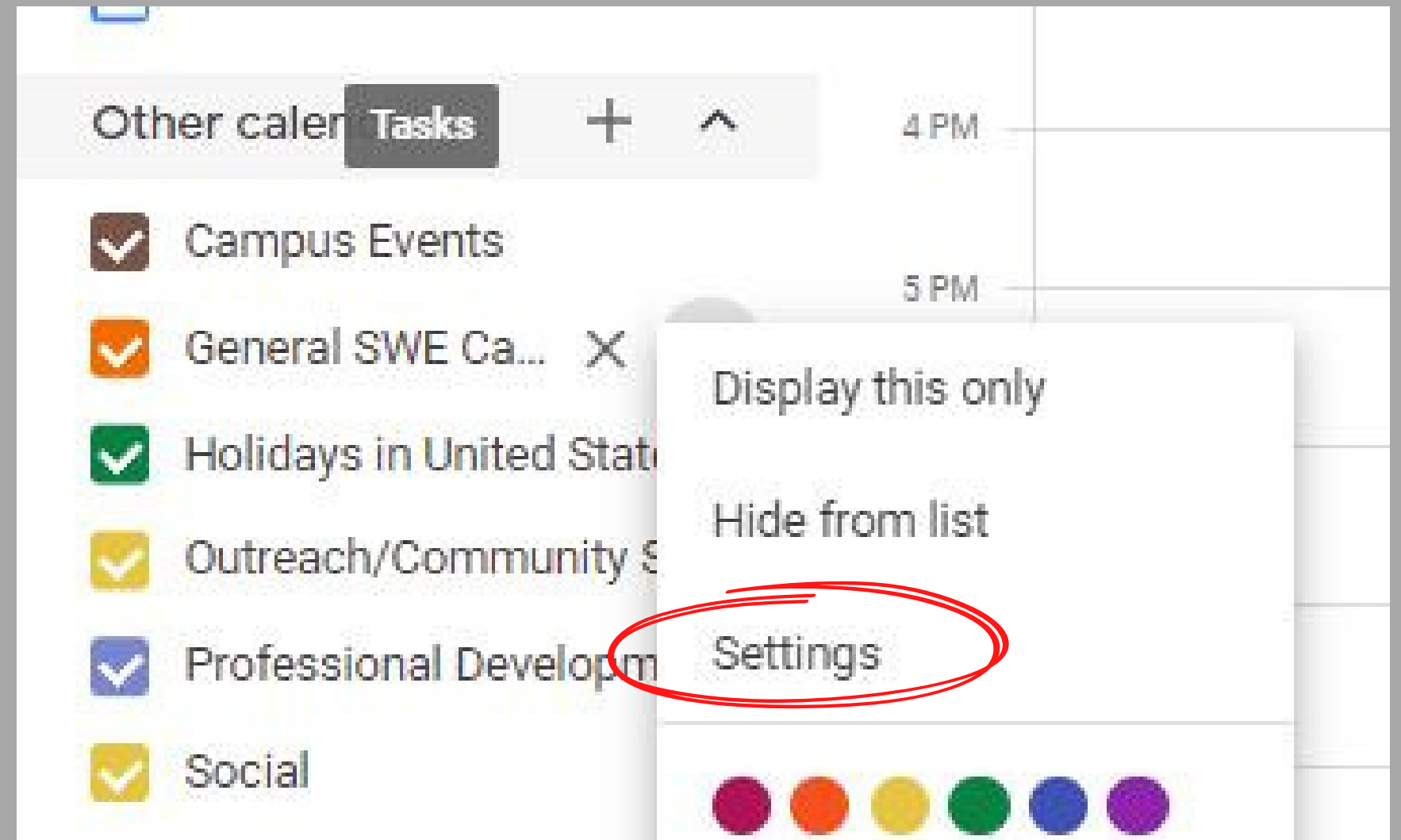
Stop here if you use Google Calendar

Continue if you use Outlook Calendar



Click the three verticle dots to see the dropdown menu for the General SWE Calendar.

Then select Settings



Scroll down on the  
Calendar Settings page.

Copy the “Public Address in  
iCal format”

Settings for other calendars

- Campus Events
- General SWE Calendar**

Calendar settings

Permissions settings

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Remove calendar

Holidays in United States

Outreach/Community Service

### Integrate calendar

Calendar ID  
uwsweofficers@gmail.com

Public URL to this calendar  
`https://calendar.google.com/calendar/embed?src=uwsweofficers%40gmail.com&ctz=America%`  
Use this URL to access this calendar from a web browser.

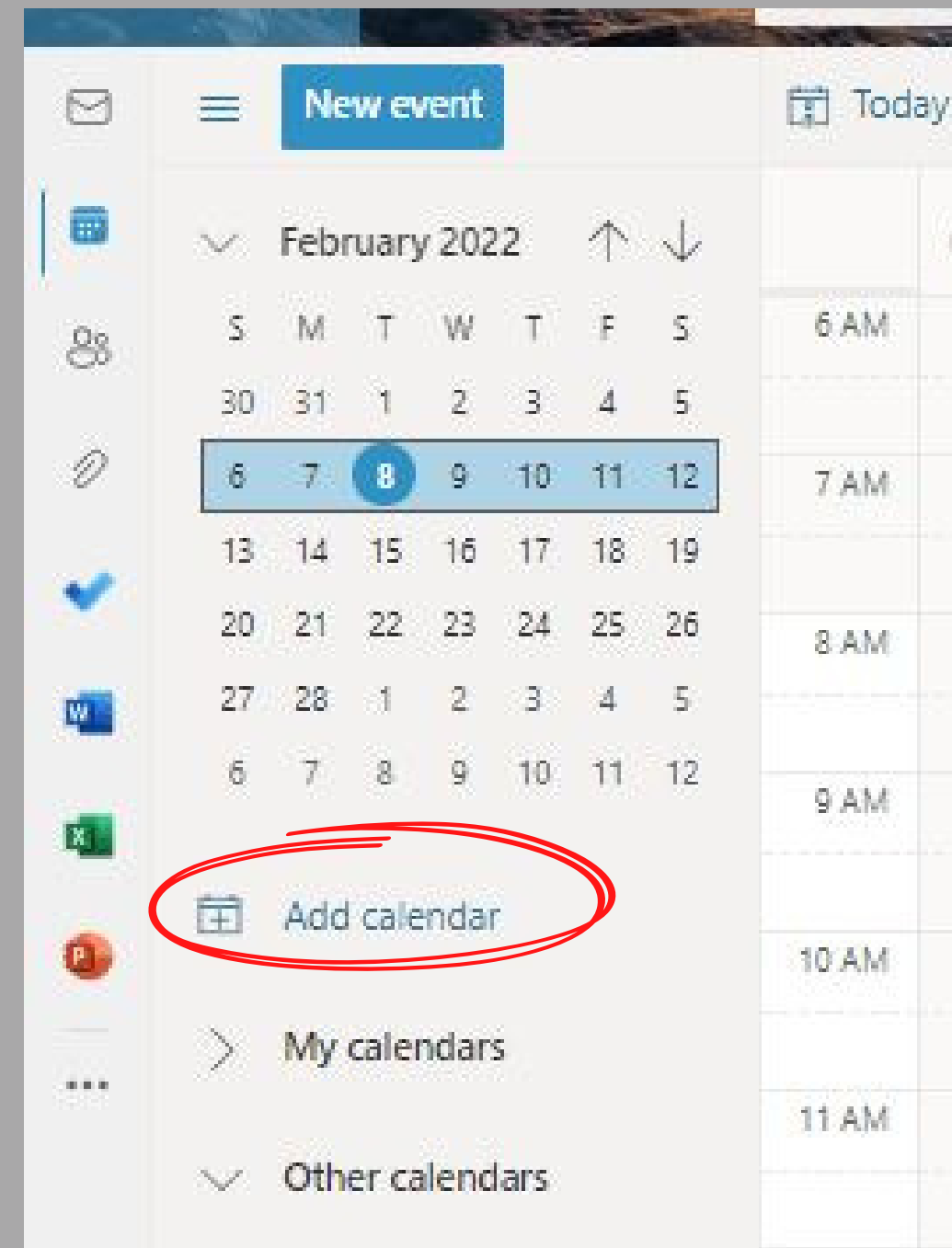
Embed code  
`<iframe src="https://calendar.google.com/calendar/embed?src=uwsweofficers%40gmail.com&`  
Use this code to embed this calendar in a web page.  
You can customize the code or embed multiple calendars.

[Customize](#)

Public address in iCal format  
`https://calendar.google.com/calendar/ical/uwsweofficers%40gmail.com/public/basic.ics`  
Use this address to access this calendar from other applications.

# Open your Outlook Calendar

Select the +Add Calendar button.



Select the "Subscribe from web" tab on the left.

Paste the "Public Address in iCal format" and import.

Congratulations!

