

# How to Subscribe to the Program Calendar

Log into your Program Portal and follow the steps below.

Click Calendar icon to view.



Calendar



Queen's Resources



Cornell Resources



Locations



IT Support

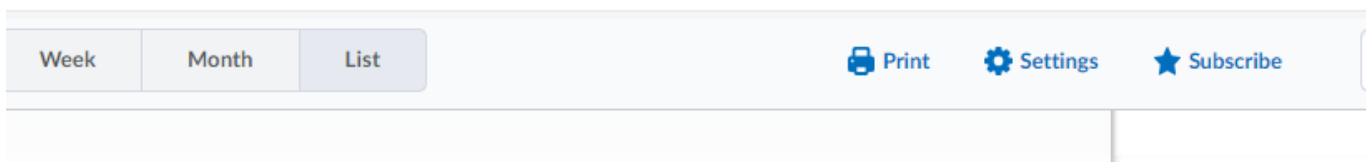


Classlist



1 — Read  
Getting Started Document

Click on Settings



## Settings

### Calendar Options

#### Core Hours

to

☒ Show weekends

#### Default Event Duration

Ensure Enable Calendar Feeds is check marked.  
Click Save at the bottom of the page.

#### Calendar Feeds

☒ Enable Calendar Feeds

This enables a private address that can be used to subscribe to your calendars via an iCal feed

Select Subscribe

Week Month List [Print](#) [Settings](#) [Subscribe](#)

**Calendar Subscriptions**

All Calendars and Tasks

Copy and paste the following URL into any external calendar application to subscribe to events for the selected calendar(s).

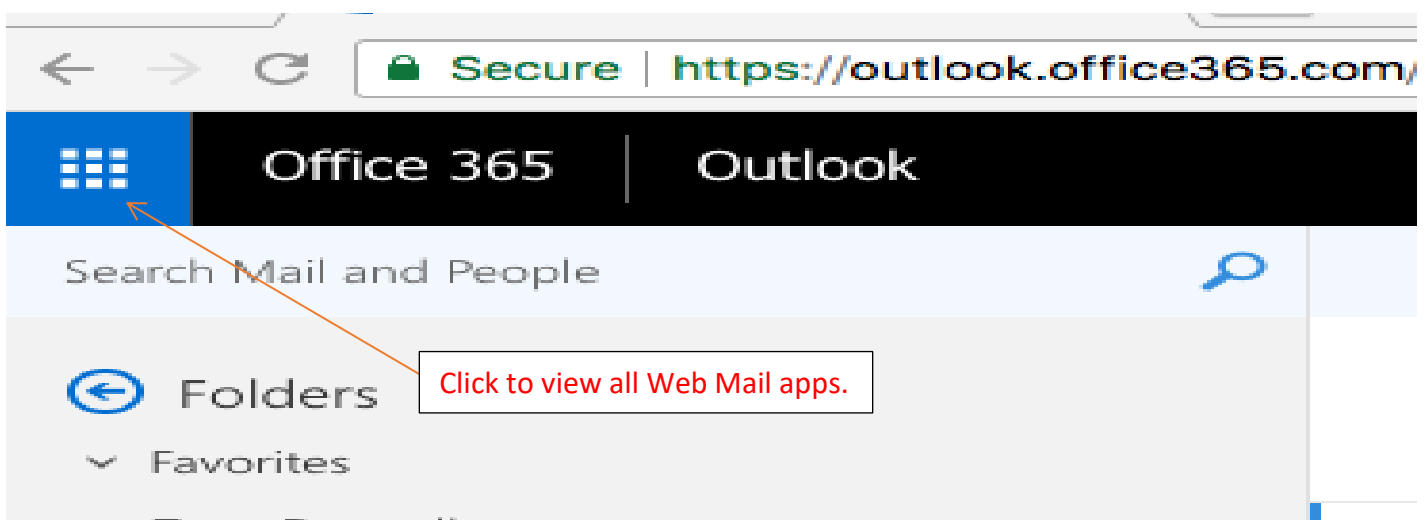
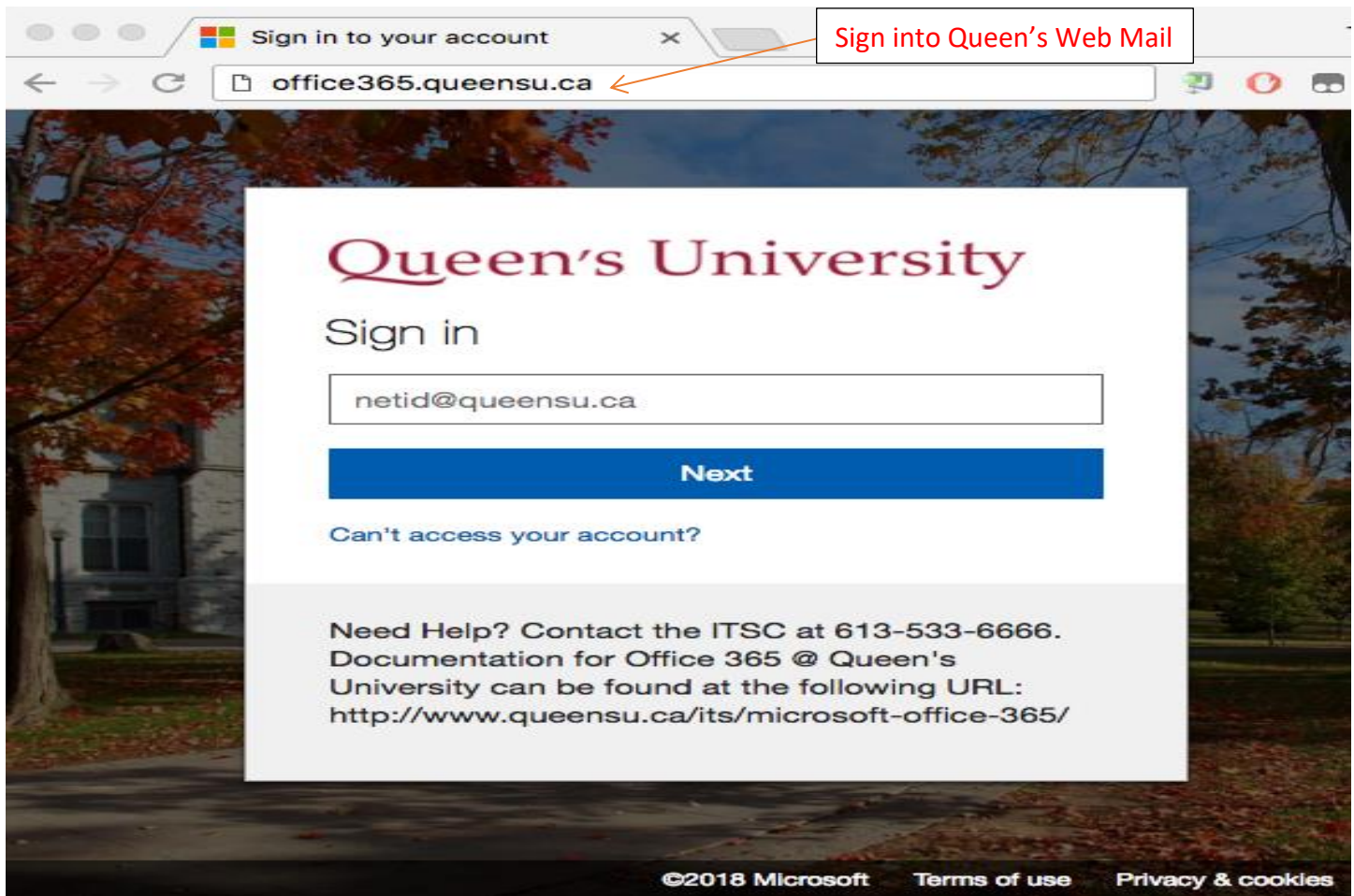
<https://smithlearning.ca/d2l/le/calendar/feed/user/feed.ics?token=aha2plj82dpv2ph41da7>

Download Reset

Clicking the Reset button generates a new private address and invalidates any existing feeds you have subscribed to.

Close

Highlight and copy the provided link.  
Each student has a unique calendar link.





Office 365 →

## Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Class Notebook



Sway



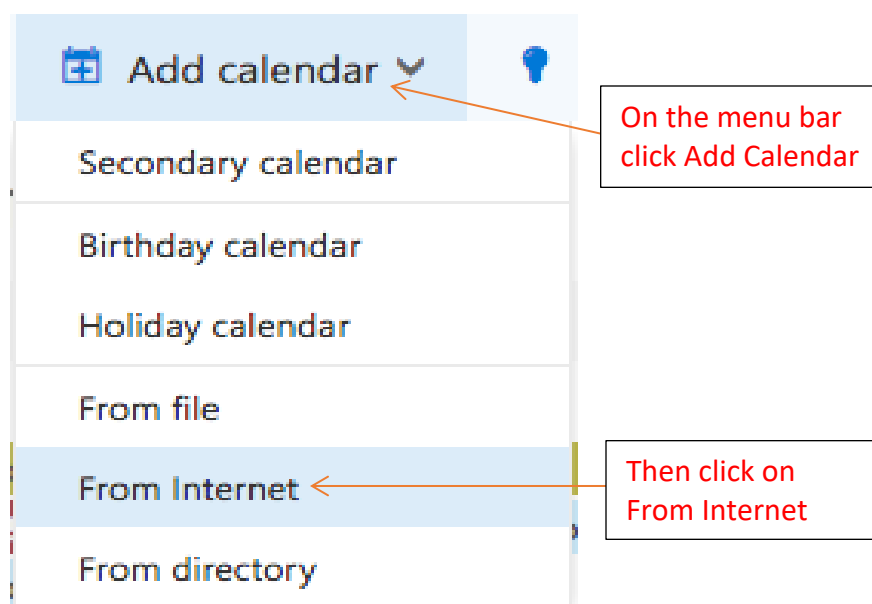
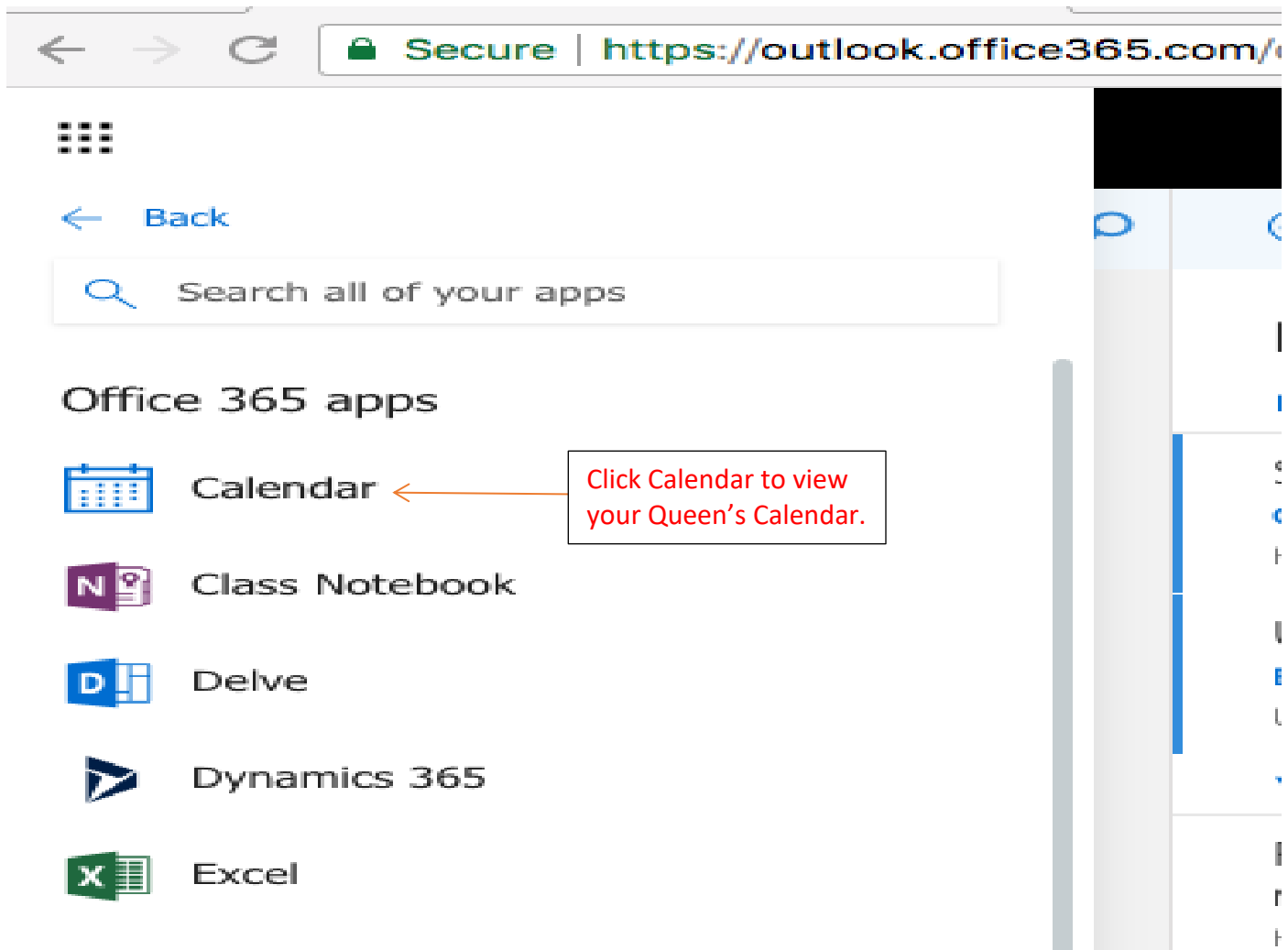
Forms



[All apps](#) →

Click on All Apps.

## Documents

New ▾



 Save  Discard

## Calendar subscription

Subscribe online and keep up to date.

Link to the calendar

<https://smithlearning.ca/d2l/le/calendar/feed/user/feed.ics?token=aha2plj82d>

Calendar name

Enter a name

Paste the copied URL into the Link to the Calendar field. Give it a name if you like. Then click Save. The Calendar will now be added.

If you have any questions please contact Smith Technology Support at 613-533-3072 or [smithsupport@queensu.ca](mailto:smithsupport@queensu.ca).

Or drop by and see us in LL220 in the basement of Goodes Hall.