

How to Use the Cecil College Events Calendar

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Overview

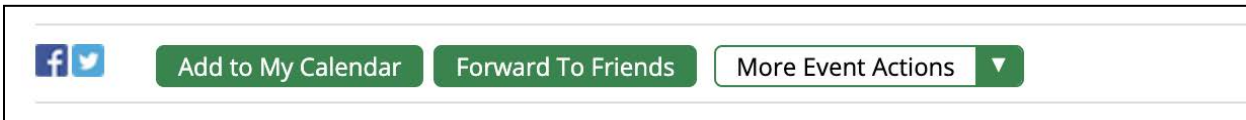
This document includes the following information and instructions regarding how to:

- Interact with the calendar, including:
 - adding individual events to your personal calendar;
 - receiving event info, updates, and reminders via email or text; and
 - forwarding events to friends via email.
- Subscribe to a weekly email that contains new, updated, and upcoming events.
- View all upcoming events in your Cecil College Outlook or personal calendar.

Event Actions

Cecil College's calendar is interactive. This means that you can take action with each event. For example, you can add events to your calendar, set up event reminders, post events on your Twitter and Facebook accounts (Instagram is currently not included), and more.

From each event page, along the bottom, there are options available via buttons and a dropdown that you can select from:



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If you would like to post an event from the calendar to your Facebook or Twitter account, click the icon that corresponds to the platform you'd like to post to, then login with your credentials and follow the prompts in the pop-up window.

If you click one of the green buttons or select an option from the dropdown menu, you'll be taken to the Event Actions screen:

EVENT ACTIONS

(GMT-05:00) Eastern Time (US & Canada) Time Zone [?]

Men's Soccer at Frederick Community College Tuesday, September 26, 2023, 4:30 – 6:30pm EDT **Frederick Community College**
7932 Opossumtown Pike
Frederick, MD

- Add to My Calendar
- Email Me Event Updates
- Email Reminder
- Forward to Friends
- Email Me Event Info
- Text Reminder
- Text Me Event Info

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The following actions are available:

- Add to My Calendar – Add an event to your calendar.
 - You can add events directly to your Google™ Calendar, Microsoft® Outlook®, Apple® Calendar, Microsoft 365 or Outlook.com, and Yahoo!™ Calendar personal calendars. If you use a calendar program not listed, you can download an .ics file. By opening the file with your calendar program, you can add the event.
 - If you have signed into Event Actions using your College login credential account, you can add events to your work, school, or personal calendar hosted on Microsoft 365 or Outlook.com. You do not have to sign in to add an event to your calendar.
- Email Me Event Updates – Receive event updates via email.
- Email Reminder – Receive an email reminder about an event you're interested in.
- Forward to Friends – Forward an event to up to 50 friends with valid email addresses.
- Email Me Event Info – Receive an email with information about an event.
- Text Reminder – Receive a text reminder about an event you're interested in.
- Text Me Event Info – Receive a text with information about an event.

Event Actions Help

You can get useful tips and help about the various event actions available by clicking the Help links—indicated by a question mark icon—associated with each action. When clicked, a pop-up will appear with more information:

EVENT ACTIONS

(GMT-05:00) Eastern Time (US & Canada) Time Zone [?]

Men's Soccer at Frederick Community College Tuesday, September 26, 2023, 4:30 – 6:30pm EDT Frederick Community College 7932 Opossumtown Pike Frederick, MD

Add to My Calendar

Google Calendar [?]
Google Notification
Popup 30 minutes

Microsoft Outlook

Apple Calendar

Outlook.com or Microsoft 365

Yahoo! Calendar

Select the calendar where you want to add the events shown at the top.
Or, if the calendar you use isn't listed, select **All Others**.
More Help is available after you make a selection.
Note Add to My Calendar adds events to the personal calendar of your choice. It does not sign you up to attend events.

Submit **Cancel**

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Continue reading for more detailed instructions regarding how to subscribe to and view events from the Cecil College calendar in your personal calendar application of choice.

Subscribing to the Calendar

Subscribing to the calendar means creating a connection with the calendar so that you automatically receive calendar updates. You can set up that connection in several different ways.

This topic describes the available subscription options as follows:

- Email Subscription
- iCalendar Subscribe
- iCalendar Download
- RSS Feed
- ATOM (XML) Feed

Along the top of the main event listing at cecil.edu/events, there is a Subscribe link:








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When you click the Subscribe link, a pop-up window will appear with a list of options:

SUBSCRIBE

Cecil College Events

Select how you want to subscribe to automatically receive calendar updates.

-  Weekly Email
-  iCalendar Subscribe
-  iCalendar Download
-  RSS Feed
-  ATOM (XML) Feed

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Read on for an explanation of each subscription option available.

Weekly Email

Subscribing to an email means that if you provide a valid email address, you'll receive regular upcoming event email messages from the calendar. You can stop receiving the email messages at any time by clicking an unsubscribe link in the email footer.

To subscribe to a calendar email from Cecil College, do the following:

1. Select **Weekly Email**.
2. Enter your **Name**.
3. Enter your **Email Address**. Note that this does not have to be your Cecil College email address.
4. Click **Subscribe**.

The calendar email is a scheduled email sent from the calendar to people on a distribution list. Calendar email messages contain lists of new, updated, and upcoming events. If events included in the message interest you, you can add them directly to your personal calendar, set up reminders, forward event information to friends, and take other actions.

iCalendar Subscribe

Note: This section is a general overview of how the iCalendar subscribe functionality works along with information about the webcal protocol. If you would like specific instructions on how to add all of the events in the Cecil College Events calendar to your Cecil College Outlook calendar as a student or employee, see the section titled [View All Events in Your Outlook Calendar](#).

iCalendar is a standard format for calendar data. When programs support iCalendar, event information can be easily exchanged between them. However, you still need some way to move the calendar information from one place to another. That's where webcal comes in. Webcal is a protocol for delivering iCalendar-formatted information over the internet.

When you subscribe to an iCalendar feed, a webcal URL is sent to your browser. Most current browsers automatically hand this URL over to your calendar program. If your calendar program supports the iCalendar format, it downloads the event information and establishes a connection with the online calendar so new events are automatically passed on.

To subscribe to the iCalendar feed for Cecil College, do the following:

1. Select **iCalendar Subscribe**.
2. Click the **webcal link** provided.
3. Click through the appropriate options, when prompted, to subscribe to the feed. You may be asked to choose a calendar name and other options, and then a new calendar opens that contains the events from the calendar to which you subscribed. Typically, you can configure the calendar program with frequency settings to retrieve new and updated content.

Tip: To unsubscribe from an iCalendar feed, in your calendar program, delete the calendar.

iCalendar Download

Downloading an iCalendar file downloads a current snapshot of events starting from the current day.

The iCalendar file has a .ics extension (for example, cecil-college.ics). Depending on which calendar program and web browser you use, and your browser security settings, your calendar program may automatically open the .ics file. Otherwise, you can save the file to your computer and import it into your calendar program of choice.

Note: Downloading a .ics file does not establish a connection with the online calendar. Events added to the online calendar after you download and open or import the .ics file are not added to your personal calendar.

To download an iCalendar file of Cecil College's event calendar, do the following:

1. Select **iCalendar Download**.
2. Click the link to the .ics file.
3. What happens next depends on what calendar program and web browser you use, and your browser security settings.
 - Your calendar program may open and display the downloaded file as a new calendar.
 - Your calendar program may open and prompt you to choose the calendar to which you want to add the downloaded events.
 - Your browser may give you the choice of identifying the program you want to open the downloaded file.
 - Your browser may give you the choice of saving the file to your computer.
 - If your browser security settings don't allow downloaded files to open automatically, save the file to your computer.
4. If you save the file to your computer, open your calendar program, and then import the file you saved.

RSS or ATOM (XML) Feeds

RSS and Atom feeds are types of XML code used to feed ever-changing news, events, or other data to you. Setting up a feed allows you to stay up-to-date without having to constantly revisit websites. By subscribing to a calendar's feed, you'll receive feed updates every time new events are added.

You can view and subscribe to feeds in most modern web browsers as well as from programs called RSS or news readers or aggregators. Many feed readers are available for free on the web.

To subscribe to an RSS or Atom feed for Cecil College's event calendar, do the following:

1. Select **RSS Feed** or **ATOM (XML) Feed**.
2. Click the link to the .rss or .xml file.
3. Depending on your browser, one of the following will happen:
 - a. If your browser displays feeds or supports feed reader extensions, a browser window opens and you have the option to subscribe.
 - b. If your browser does not display feeds, a window opens that shows the code for the feed. Copy the URL in the browser address bar, and then paste it into the appropriate place in your feed reader.

Tip: If you use an Atom news reader and your browser can't display Atom feeds, subscribe to an RSS feed to display the feed URL. Copy and paste the URL into your feed reader, then replace .rss in the URL with .xml.

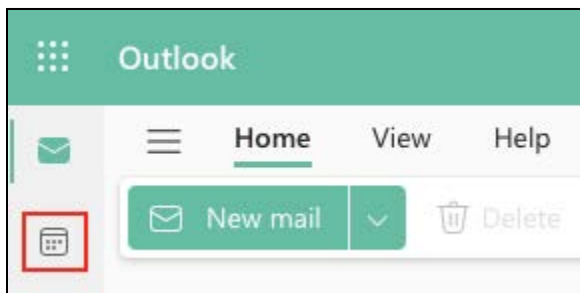
View All Events in Your Outlook Calendar

This section covers how to add all of the events listed at cecil.edu/events to your Cecil College calendar in Outlook and also have them update automatically within Outlook. These directions are specific to Cecil College students and employees who have access to Office 365/Outlook. If you would like to know more about this functionality and how it works, please refer to the previous section, [iCalendar Subscribe](#).

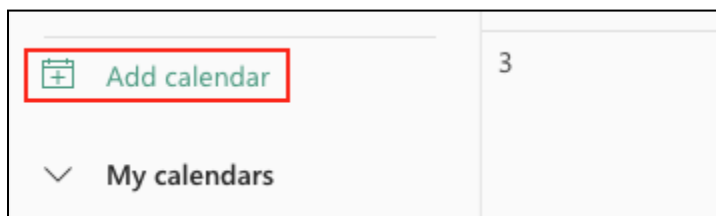
To add all Cecil College events to your Outlook calendar, do the following:

Note: These directions require the use of the desktop web version of Outlook; it's not possible to add a calendar using a mobile device. However, once you add the calendar, you will be able to view it from mobile versions of Outlook, such as your smartphone or tablet. Once you add the calendar using the following steps, you can also view the calendar in the desktop version of Outlook that you use.

1. From a desktop or laptop computer, open your web browser of choice (Edge, Safari, Chrome, etc.), go to mail.cecil.edu and log in with your Cecil College credentials.
2. Once logged in, on the left side of the screen, select the **calendar icon**:

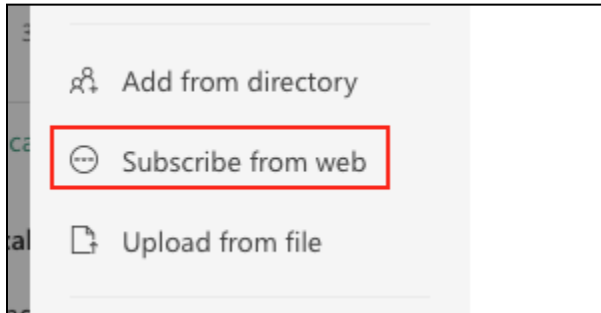


3. From the calendar view, on the left side of the screen, select the **Add calendar** link:



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4. A pop-up window will appear with a list of options on the left. Select **Subscribe from web**:



5. Fill out the form. First, copy and paste the following URL where prompted:

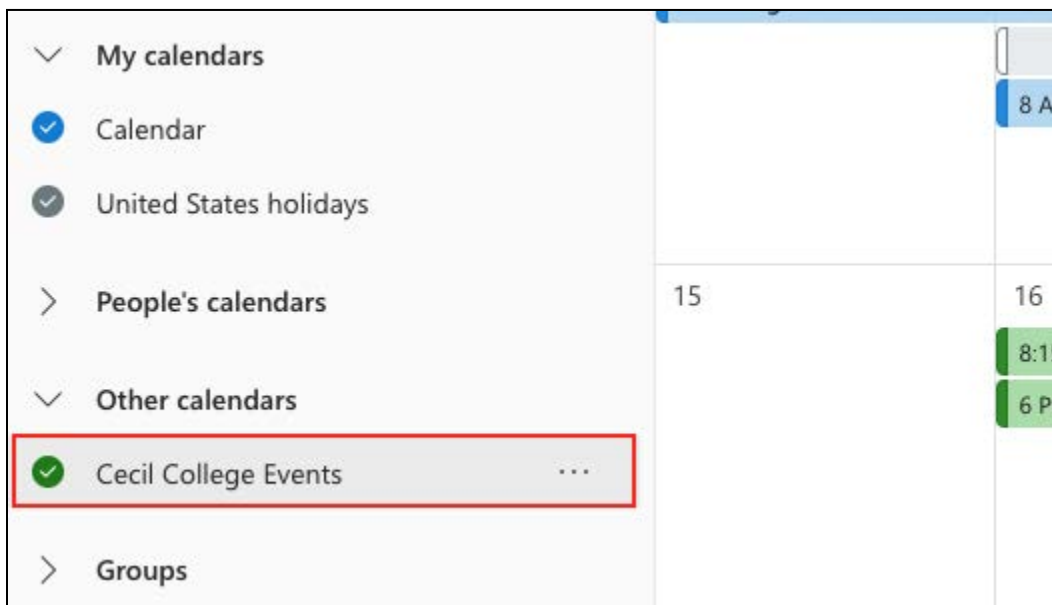
webcal://www.trumba.com/calendars/cecil-college.ics

Then, give the calendar a name, a color (and a charm if you would like), and choose a calendar folder to add it to, then click the **Import** button:

A screenshot of the 'Subscribe from web' form in a calendar application. The form has a title bar with a close button (X). Below the title bar, there is a text area with the instruction: 'Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar makes will be updated automatically.' The URL 'webcal://www.trumba.com/calendars/cecil-college.ics' is pasted into the text area. Below the text area, the calendar name 'Cecil College Events' is displayed in green. Underneath, there is a 'Color' section with a row of 16 colored circles and a 'Customize' button. Below that is a 'Charm' section with a grid of 30 green icons. At the bottom, there is an 'Add to' section with a dropdown menu currently showing 'Other calendars'. At the very bottom, there are two buttons: 'Import' (green) and 'Discard' (white).

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The calendar is now available in your Outlook calendar. You can show or hide the events associated with the new calendar by clicking the name you assigned in step 5 from the sidebar:



The events will show on your calendar in the color you choose.

Tip: If you would like to completely remove these events from your Outlook calendar, just hover over the calendar name, then click the three dots (...) on the right and select Remove from the menu. A pop-up will appear asking you to confirm; click the Remove button to remove all events associated with the Cecil College Events calendar from your Outlook calendar.