Sync instructions for PC users and those who use Microsoft Outlook Calendar:

- Click the "SUBSCRIBE" link, to the right of the "PRINT" link, near the top-right of the calendar.
- A box will open with several options: Select the button to "Subscribe to iCalendar Feed".
- Click the "Subscribe" button. You will see instructions of how to proceed.

((+ Event Actions powered by Trumba - Google Chrome		
25livepub.collegenet.com/ea.aspx?ea=Subscribe		
	Help Time zone (GMT-05:00) Eastern Time (US & Canada)	
Event Actions	Registrar's Office Academic Calendar	
Subscribe to calendar		
	In a moment, the iCalendar feed of this calendar will be opened by the calendar program recognized by your browser as handling the webcal: prototcol.	
	Your calendar program should give you the option of subscribing to this calendar or importing its events. If you choose to subscribe, your calendar will be automatically updated with changes and additions to this calendar. If you choose to import the events, you will get a one-time copy of this calendar's events but they will not be updated.	
	Sack 🔀 Close Window	

- You will get a "Launch Application" dialogue box: Select "Microsoft Outlook" and hit "OK".
- When prompted to "Add the Calendar to your Outlook?", click "Yes" this will sync your calendar for approximately 270 days.
- *Optional*: Click "Advanced" for the option to sync the Academic Calendar for 365 days.
 - After clicking the "Advanced" button, another dialogue box will appear where you can then *uncheck* the box in the "Update Limit" area. (Please note, enabling this feature may cause your Outlook to run slower than normal.)

Subscription Options			
Use the choices below to configure options for this Internet Calendar.			
General			
Folder Name:	wcu-publisher-academic-calendar-ro		
Internet Calendar:	Registrar's Office Academic Calendar		
Location:	http://25livepub.collegenet.com/calendars/wcu-publisher-academic- calendar-ro.ics		
Description:			
☑ Display this calendar on other computers with the account: awalden@wcupa.edu			
Attachments			
Download attachments for items in this Internet Calendar			
Update Limit			
Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.			
Current provider limit: Not published.			
	OK Cancel		