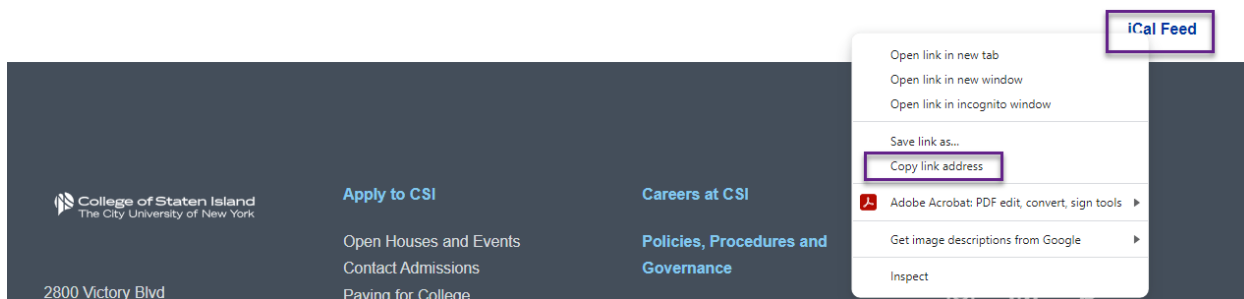
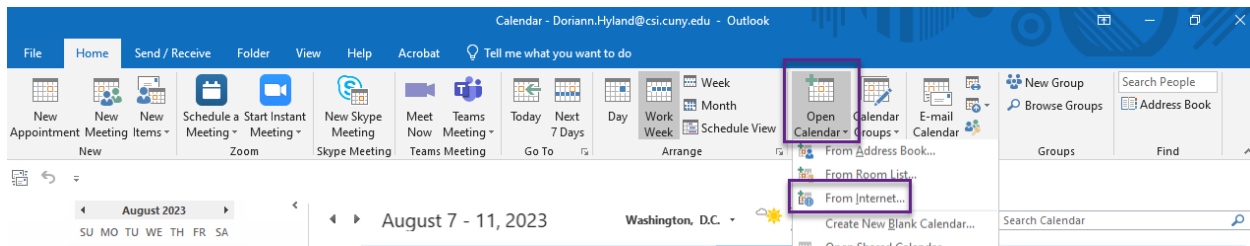


Instructions for Automating the RSS Feed of Events to Your Outlook Calendar

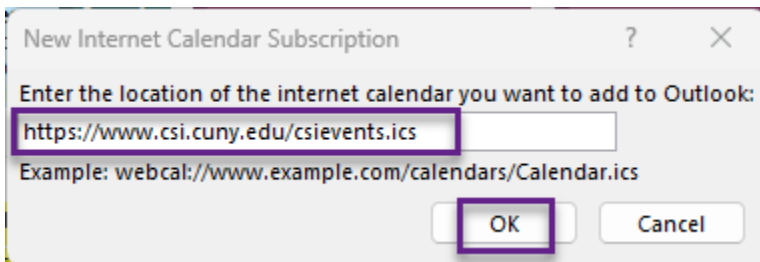
1. Go to: <https://www.csi.cuny.edu/event-listing>
2. Scroll to the bottom of the page. Right-click on the **iCal Feed** link on the lower right side and select Copy link address. The link points to - <https://www.csi.cuny.edu/csievents.ics>



3. Open your calendar in Outlook.
4. On the Home ribbon, click on **“Open Calendar”**.
5. On the dropdown menu, select **From Internet**.



6. Paste the URL <https://www.csi.cuny.edu/csievents.ics> into the **“New Internet Calendar Subscription”** box and click **OK**.



7. Click **Advanced**.
8. Name the Folder.
9. Click **OK**.
10. Click **Yes**.

