



The University  
of Vermont

LARNER COLLEGE OF MEDICINE

MEDICAL STUDENT EDUCATION

## “And I Don’t Wanna Miss a Thing!” ~ Your LCOM Student Activities Calendar

Most of the Larner College of Medicine activities are advertised on this calendar. Here are a few ways to engage with it:

- [View the COM Student Activities Calendar Online...](#)
- **Add the calendar to your Outlook Calendars**
  - o Open your Outlook Calendar App
  - o Right Click on “Your Calendars”
  - o Click “Open Calendar” and find “COM Student Activities Calendar” in your Global Address Book
- **Subscribe to the calendar**
  - o If you are using Outlook for Mobile on either iPhone or Android:
    - From your computer, use a web browser and Open Outlook for Office365:  
<https://outlook.office365.com>
    - Click on the Calendar icon at the bottom of the left column.
    - From Calendar view, click *Add Calendar -> From Internet*
    - Copy and Paste the URL (see below) in the address field and name the calendar
    - Click *Save* – the calendar should appear on the Outlook for Mobile Application within a few minutes. You will need to close out of the application and reopen it.
  - o For iPhones using the native (built in) mail and calendar app:
    - iPhones: Settings >> Accounts & Passwords >> Add Account >> Other >> Add Subscribed Calendar >> copy and paste the subscribe link into the field (see below)
  - o For Android phones using Google Mail, you can add the calendar using the google web based calendar application, from your computer: click add calendar, select “from URL,” and copy and paste the subscribe link into the field (see below). It should appear on your mobile device. However, we highly recommend using Outlook for Mobile instead.

### SUBSCRIBE LINK:

<http://outlook.office365.com/owa/calendar/64a68717e4c449e68c3e2f867f50c5a0%40med.uvm.edu/068eec1c2a0c47b48628ec47cd86226f17779345538618914798/calendar.ics>

- o If you experience any difficulties subscribing on your mobile device, please visit the help desk.
- **Advertise your events!** Create your event on your personal calendar, add event details to the event notes (don’t forget primary contact person should someone have questions), and invite the COM Student Activities Calendar to the event from your Global Address Book. Click send! Once approved, the event is immediately available across all aforementioned platforms. Pretty cool, eh?

**BOOM!** The activities Calendar is now at your fingertips!

Please contact the [Office of Medical Student Education](#) with any questions or concerns.

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*in alliance with The University of Vermont Medical Center*