# Adding VIC Calendar to Outlook Desktop and Mobile

On A Computer:

1. Go to COMET and log in.
2. Select the "Add Module" button on the upper left.
3. Scroll down the list to "COMET – Outlook My Calendar" and click Add 4. Select "Home" on the upper right.
5. Once back on your home screen, look in the lower left for the section titled "COMET – My Calendar" and select "Click here for Calendar".
6. Select and copy the provided URL that is listed -
   (Example: **https://comis.med.uvm.edu/vic/viccal.aspx?calGUID=1FDEC9DA-FDC6-4CF6BC40-XXXXXXXXXXXX**)
7. Go back to your home page using the Home button in the upper right.
8. Under the External Links section on the left select "Outlook Web Access for Office 365 Users".
9. (If you have already signed into your email via web access this might take you directly to your inbox. If so then skip to step #13).
10. The link will take you to a University of Vermont sign in page. Select the top option "UVM College of Medicine".
11. Next you will need to enter in your College of medicine email and password.
12. Now you should be logged into your email and be seeing your inbox.
13. Select the calendar icon on the lower left hand side.
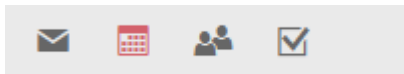
14. Click "Add calendar" at the top left and then select "From internet".
15. Paste the URL you copied earlier into the "Link to the calendar" box and hit Save.
16. You should now have a calendar listed on the left with the title "UVM College of Medicine Schedule".
17. It might take a moment to load all of the events but they will show up. This will make your calendar automatically show up in your desktop version.

On Your Phone:

1. Go to your app store and download the Microsoft Outlook app.
2. Open the app and select "Get Started".
3. Type in your full med email address (example: jane.smith@med.uvm.edu) and hit next.
4. Select the top option "UVM College of Medicine".

5. Enter in your College of Medicine password and click "Sign in".

6. Select skip on adding another account (you can add other accounts later if you want).

7. Then Select "Skip" again on the next screen.

8. You should now be at your email inbox. Click the Calendar icon along the bottom to move to your calendar.

   ** Just a Tip: To change your view within calendar select the icon in the upper right, next to the gear icon) The calendar might take a little while to populate but be patient. If you followed the steps above it will show up.