

# View Google Calendar with Outlook on a Mac

**Step 1: Save the calendar file (.ics) on your Mac.**

- a) Click [here](#) for the calendar links.
- b) Right-click to download the calendar(s) which you wish to import.

## Duke-NUS Graduate Medical School – Academic Calendars

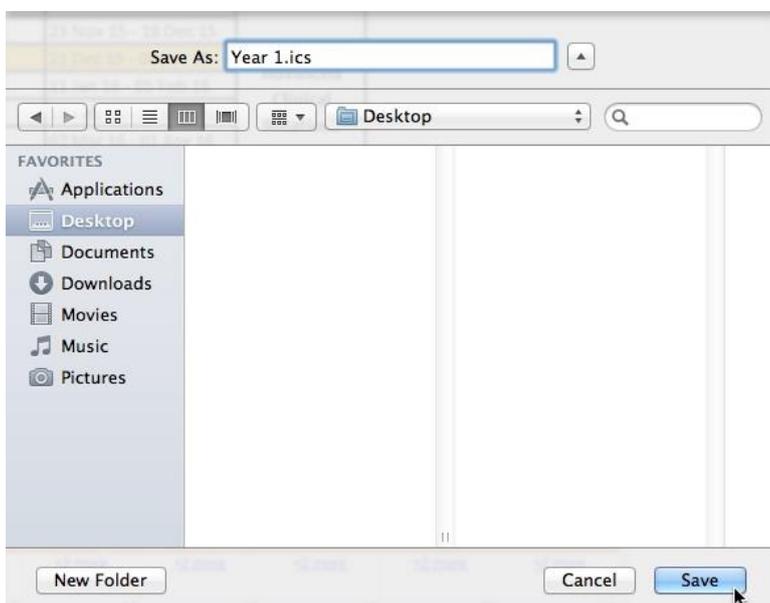
Do **NOT** click on the links as it may mess up your existing calendar(s).

Right-click to download the link(s) to your computer.

Calendar	Calendar Link	Updated as of
Year 1: Pre-Clerkship	<a href="https://www.google.com/calendar/ical/m86tbfh1650nnike4k6i29oahk%40group.calendar.google.com/public/basic.ics">https://www.google.com/calendar/ical/m86tbfh1650nnike4k6i29oahk%40group.calendar.google.com/public/basic.ics</a>	Anr 22
Year 2: Clerkship	<a href="https://www.google.com/calendar/ical/a3nknriharifgoj1471hvu3oo4%40group.calendar.google.com/public/basic.ics">https://www.google.com/calendar/ical/a3nknriharifgoj1471hvu3oo4%40group.calendar.google.com/public/basic.ics</a>	
Year 3: Advanced Clinical & Research	<a href="https://www.google.com/calendar/ical/3jifpf5kbic5lqr64kkidpv6bc%40group.calendar.google.com/public/basic.ics">https://www.google.com/calendar/ical/3jifpf5kbic5lqr64kkidpv6bc%40group.calendar.google.com/public/basic.ics</a>	
Year 4: Advanced Clinical	<a href="https://www.google.com/calendar/ical/a3nknriharifgoj1471hvu3oo4%40group.calendar.google.com/public/basic.ics">https://www.google.com/calendar/ical/a3nknriharifgoj1471hvu3oo4%40group.calendar.google.com/public/basic.ics</a>	
Year 4: Clinical (Former Curriculum)	<a href="https://www.google.com/calendar/ical/n9ccf6mjo2mo0ub2qj23g0j27s%40group.calendar.google.com/public/basic.ics">https://www.google.com/calendar/ical/n9ccf6mjo2mo0ub2qj23g0j27s%40group.calendar.google.com/public/basic.ics</a>	2015
Events	<a href="https://www.google.com/calendar/ical/6vchgkb9fq651r2c0n83e89mnk%40group.calendar.google.com/public/basic.ics">https://www.google.com/calendar/ical/6vchgkb9fq651r2c0n83e89mnk%40group.calendar.google.com/public/basic.ics</a>	Apr 22, 2015

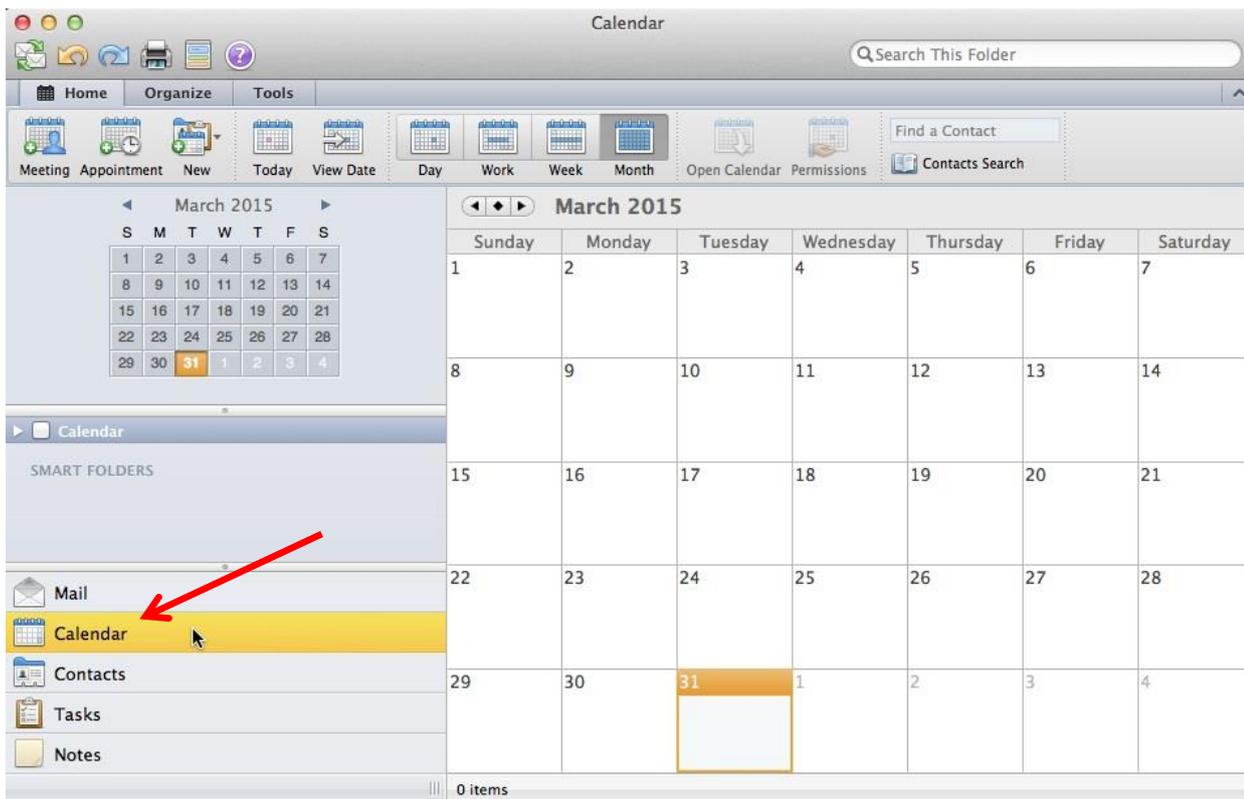
- Open Link in New Tab
- Open Link in New Window
- Download Linked File
- Download Linked File As...**
- Add Link to Bookmarks...
- Add Link to Reading List
- Copy Link
- Search With Google
- Add to iTunes as a Spoken Track
- Open URL
- Add to Reading List

- c) Name your file and choose the destination folder. Click “Save”.



## Step 2: Open Calendar in Outlook

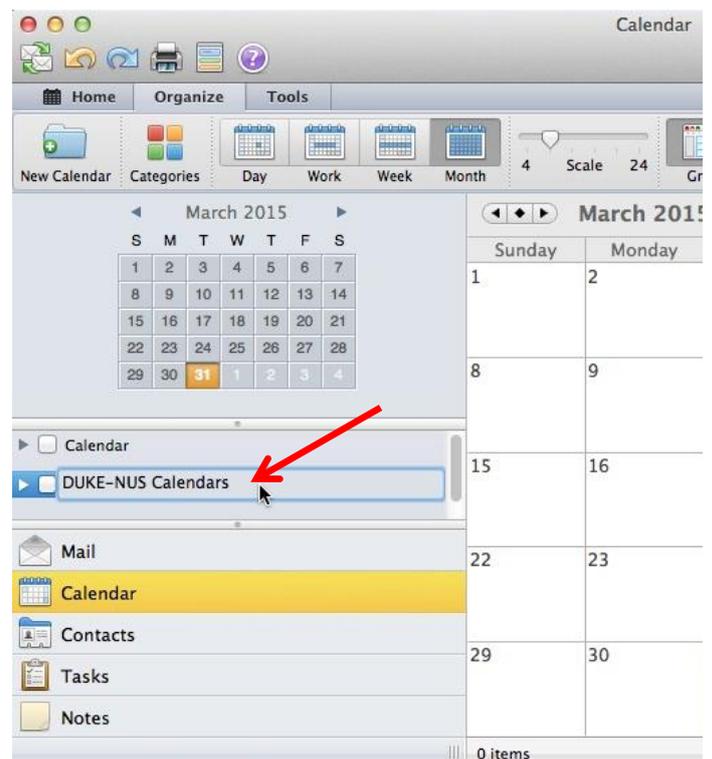
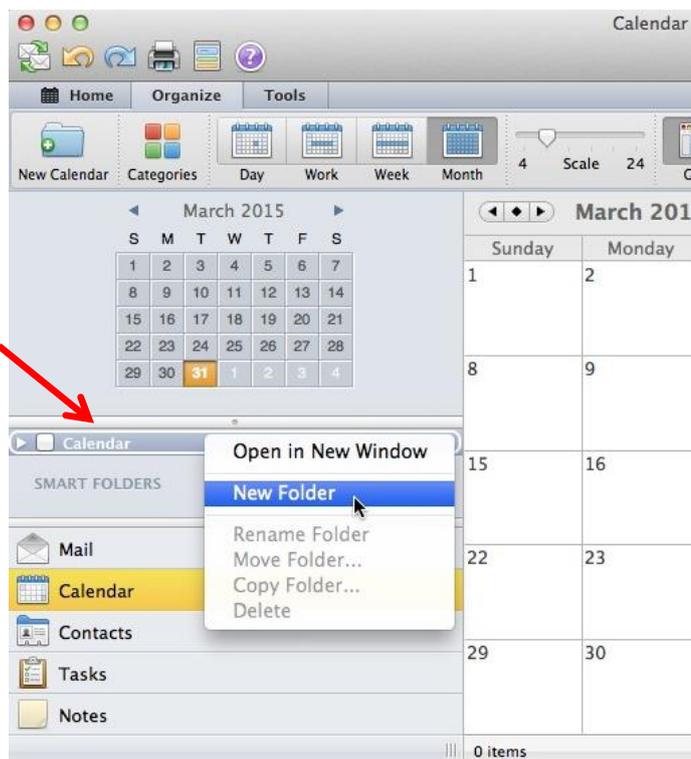
- a) Launch the Outlook application. Click on the “Calendar” tab to view existing calendar(s).



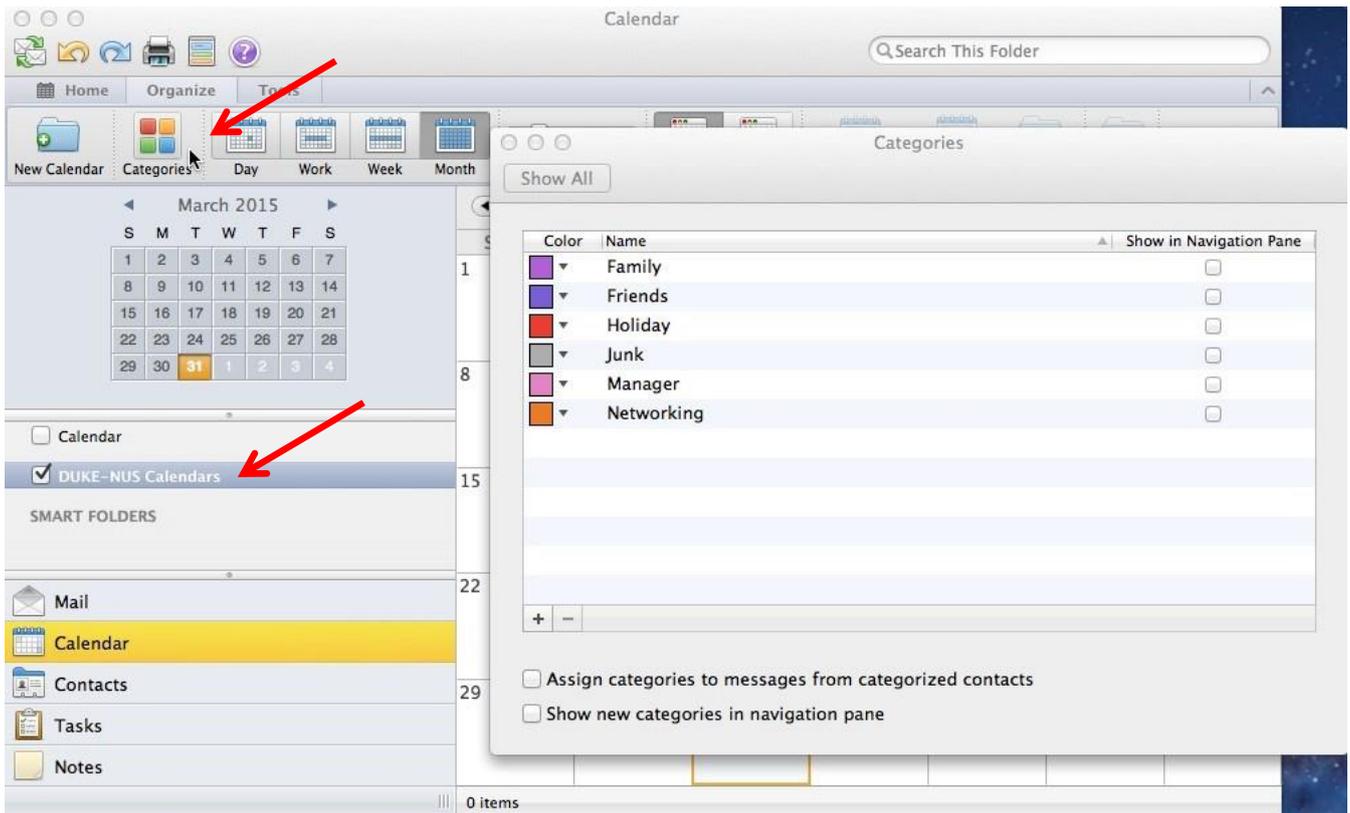
- b) Right-click on the main calendar to create new folder.

Enter the folder name.

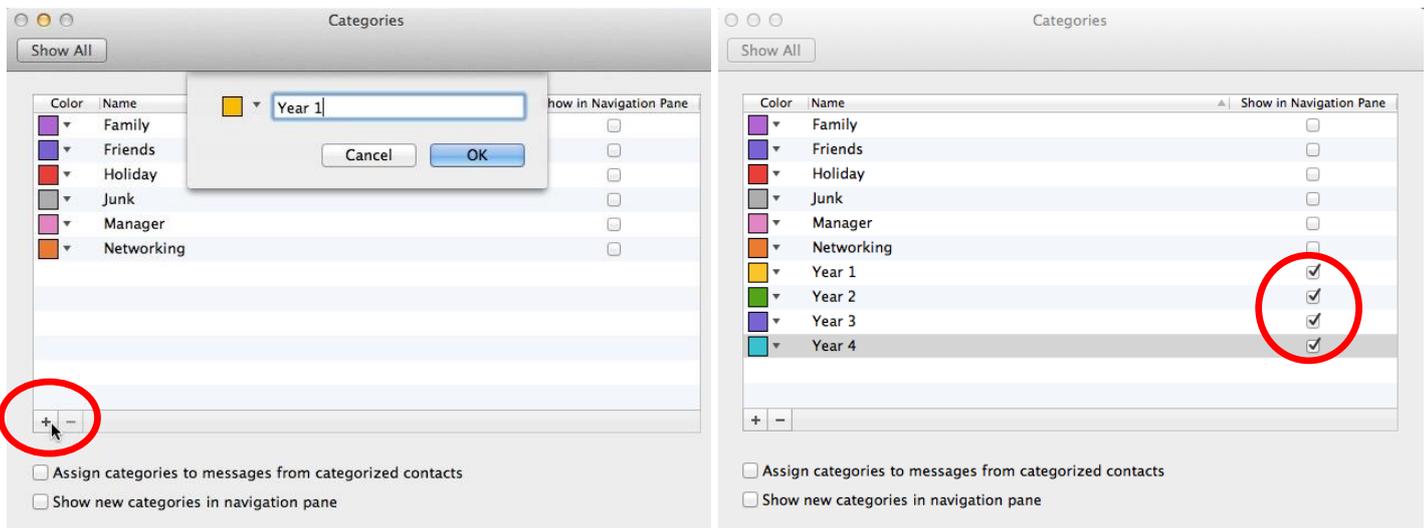
This step helps to minimize the risk of messing up your existing calendars with the new calendars.



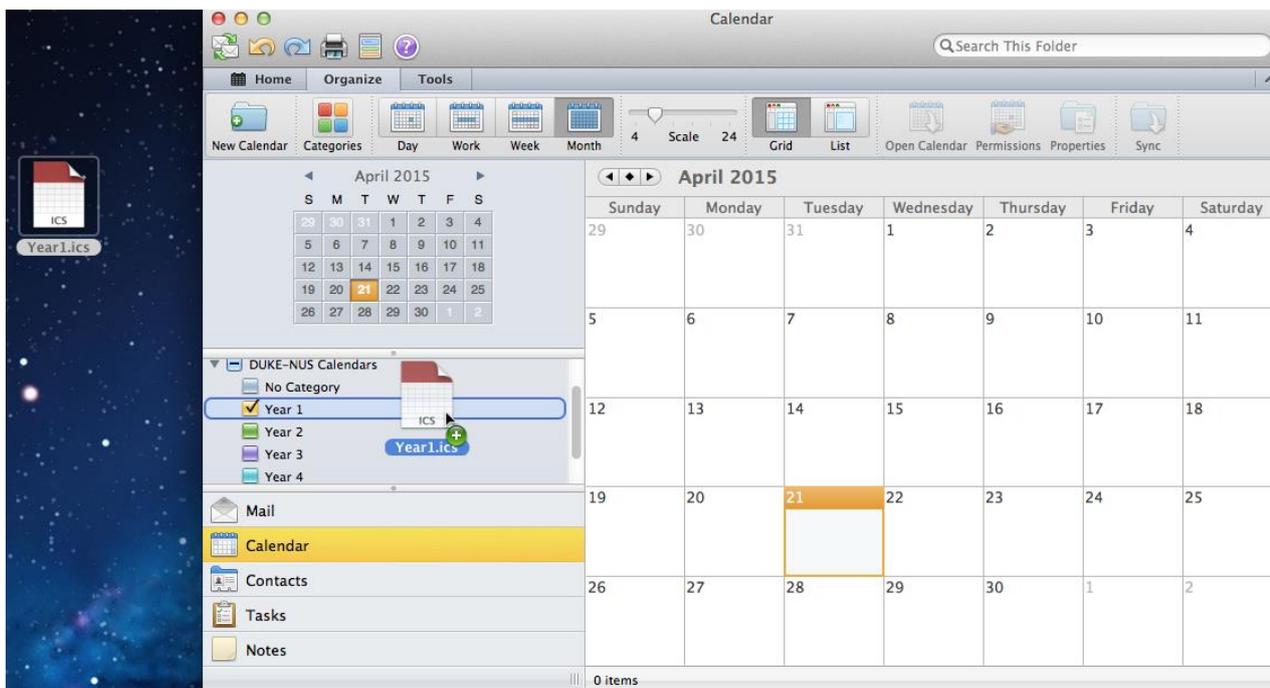
- c) Select and check the new calendar folder created.  
Under the “Organize” tab, click on “Categories”. The dialogue box below will appear.



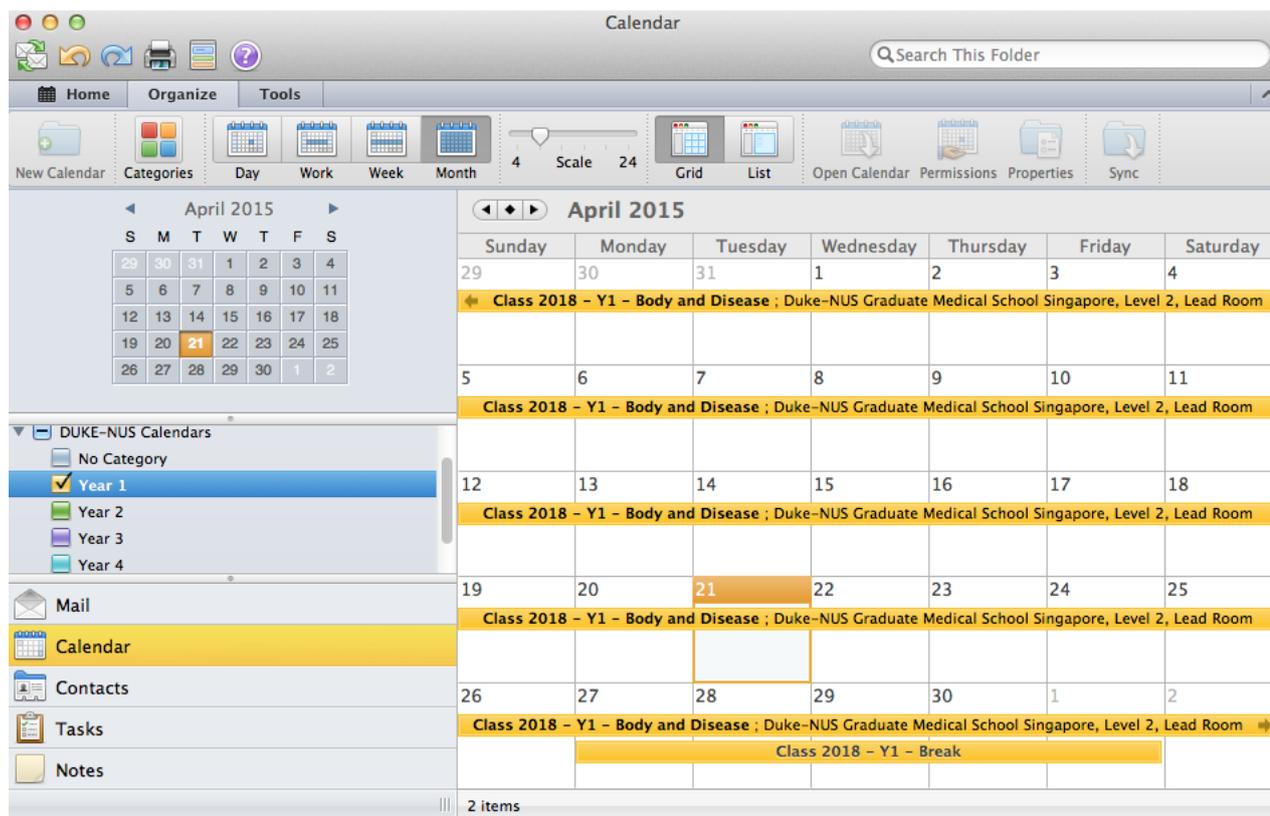
- d) Press the “+” symbol to add new calendar accounts.  
Create one account for every calendar that you wish to import.  
Check the new accounts created and close the dialogue box.



e) Drag and drop the calendar file (.ics), which you have saved on your Mac, into the desired account.



You will see the calendar events populate within the Outlook calendar window.



**NOTE:**

The imported calendar is a static snapshot.

You need to repeat this procedure when an updated version is released on the website.