

# 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 <u>NOT</u> 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	https://www.google.com/calendar/ical/m86tbfhl650nnike4k6i29oahk%40group.calendar.google.com/public/basic.ic	Apr 22 Open Link	in New Tab
Year 2: Clerkship	https://www.google.com/calendar/ical/a3nnkriharifgoj1471hvu3oo4%40group.calendar.google.com/public/basic.ic.i	Download	Linked File
Year 3: Advanced Clinical &	https://www.google.com/calendar/ical/3jlfpf5kbic5lqr64kkjdpv6bc%40group.calendar.google.com/public/basic.ics	Add Link to Add Link to	o Bookmarks o Reading List
Research Year 4:		Copy Link	
Advanced Clinical	https://www.google.com/calendar/ical/a3nnkriharjfgoj1471hvu3oo4%40group.calendar.google.com/public/basic.ics	Search Wit Add to iTu	h Google nes as a Spoken Track
Year 4: Clinical	https://www.google.com/calendar/ical/o9ccf6mio2mo0ub2gi23g0i27s%40group.calendar.google.com/public/basic.jo	Open URL Add to Rea	ding List
(Former Curriculum)		2015	
Events	https://www.google.com/calendar/ical/6vchgkb9fq65lr2c0n83e89mnk%40group.calendar.google.com/public/basic.ics	Apr 22, 2015	

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).

000		Calendar											
🔁 🖾 📾 🚍 🕢				Q Sea	rch This Folder	r.							
Home Organize Tools							^						
Meeting Appointment New Today View Date	Work V	Week Month	Open Calendar	Permissions	ind a Contact	:h							
<ul> <li>March 2015</li> </ul>	•••	March 2015											
SMTWTFS	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
8 9 10 11 12 13 14	1	2	3	4	5	6	7						
15 16 17 18 19 20 21													
22 23 24 25 26 27 28													
29 30 31 1 2 3 4	8	9	10	11	12	13	14						
► Calendar													
SMART FOLDERS	15	16	17	18	19	20	21						
Mail	22	23	24	25	26	27	28						
Contacts	29	30	31	1	2	3	4						
🛅 Tasks													
Notes													
	0 items												

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.

00											Calendar \varTheta 🔿 🔿									Calendar				
🔁 🖾 🗃 🗐 🕐												😤 🕝 🗃 🚍 😧												
Home Organize Tools										Home Organize Tools														
New Calendar Categories Day Work Week M							Mon	th 4	New Calendar	New Calendar Categories Day V					Vork Week Month				Scale 24					
	<ul> <li>March 2015</li> </ul>									March 2015		March 2015						•			•••	March 201		
	S	м	٦	v	/ Т	F		S			Sunday	Monday		S	м	т	w	т	F	S			Sunday	Monday
	1	2	2	4	5	6	3	7			1	2		1	2	3	4	5	6	7			1	2
	8	9	1	0 1	1 12	1	3	14						8	9	10	11	12	13	14				
	22	23	2	4 2	5 26	2	7	28						15	16	24	18	19	20	21				
	29	30	3		2			4		1	В	9		29	30	31	1	2	3	4			8	9
														/			-							
	idar	nc.		(	Oper	n in	N	ew \	Window		15	16	Calendar								15	16		
SMARTE	OLDI	IKS .			Vew	Fol	de	r b	-															
<u> </u>			_	1	Rena	ıme	Fo	olde	r	-										_				
Mail Move Folder						1	22	23	Mail									22	23					
Caler	ndar			(	Copy	/ Fo	olde	er					Calenc	lar										
Conta	acts			-	Jere	ue.					-		Contac	ts										4
Tasks						1	29	30	Tasks										29	30				
Note:	s												Notes											
										111	0 items											31	0 items	

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

000	Calendar	
🔁 🖄 📾 🚍 🕜 🍃	Q Search T	his Folder
Home Organize To s		^
New Calendar Categories Day Work Week Mor	Categories	
<ul> <li>March 2015</li> </ul>	•	
SMTWTFS	Color Name	A Show in Navigation Pane
	1 Family	
15 16 17 18 19 20 21	▼ Friends	
22 23 24 25 26 27 28	▼ Holiday	
29 30 31 1 2 3 4	Junk	
	• Manager	
Calendar  Calendar  DUKE-NUS Calendars  SMART FOLDERS	22	
Mail Calendar Contacts Tasks Notes Notes	+ - 29 Assign categories to messages from categorized Show new categories in navigation pane	contacts
	0 items	

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.

000	Categories		000		Categories					
Show All			Show All							
Color Name Family Friends Holiday	Year 1 Cancel OK	how in Navigation Pane	Color V V V V	Name Family Friends Holiday	Show in Navigation Pane					
Junk			■ ▼ ■ ▼	Junk Manager Networking						
		J	• • •	Year 1 Year 2 Year 3	र उ र					
			+ -	Year 4						
Assign categories t	o messages from categorized contacts		Assign categories to messages from categorized contacts							
Show new categorie	es in navigation pane		Show new categories in navigation pane							

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

	00									Calendar									
	🔁 🔄 📾 🚍 😨									Q Search This Folder									
	🗰 Home		Orga	nize	T	ools										^			
	New Calendar	Cate	gorie	s	Day	1	Work	Week M	onth	sc	ale 24 C	rid List	Open Calendar	Permissions Prop	erties Sync				
		-		April	2015		•		April 2015										
		S	м	T	NT	F	S		Sun	day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
		29 30 31 1 2			1 2	3	4		29		30	31	1	2	3	4			
Year1.ics		5 6 7 8 9 10 11					7 18												
		19 20 21 22			22 23 24 25														
		26	27	28 2	9 30		2		5		6	7	8	9	10	11			
	DUKE-N	NUS C	alenc	lars		1													
•	Vear	atego 1	ory		-				12		13	14	15	16	17	18			
	Year	2		l.	10	s					1			10	.,				
	📃 Year	3			Year	1.ic													
	📃 Year	4			0							1000 C							
	📩 Mail								19		20	21	22	23	24	25			
	Calendar																		
	Contacts								26	-	27	28	29	30	1	2			
	Tasks											20	23		-	-			
	Notes																		
									0 items	s									

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

00	Calendar											
🔁 🖄 🔁 🚍 🕗		Q Sear	rch This Folder	This Folder								
Home Organize Tools				^								
New Calendar Categories Day Work Week Me	4 Scale 2	th Scale 24 Grid List Open Calendar Permissions Properties Sync										
April 2015	● April 2015											
SMTWTFS	Sunday Mor	nday Tuesday Wednesday	Thursday Friday	Saturday								
	29 30	31 1	2 3	4								
	Class 2018 - Y1 - Body and Disease ; Duke-NUS Graduate Medical School Singapore, Level 2, Lead Room											
19 20 21 22 23 24 25												
26 27 28 29 30 1 2	5 6	7 8	9 10	11								
	Class 2018 - Y1 - E	ody and Disease ; Duke-NUS Graduate N	Medical School Singapore, Level 2	. Lead Room								
DUKE-NUS Calendars												
No Category												
✓ Year 1	12 13	14 15	16 17	18								
📃 Year 2	Class 2018 - Y1 - Body and Disease ; Duke-NUS Graduate Medical School Singapore, Level 2, Lead Room											
Year 3												
· · · · ·	19 20	21 22	23 24	25								
Mail	Class 2018 - Y1 - Body and Disease ; Duke-NUS Graduate Medical School Singapore, Level 2, Lead Room											
Calendar												
Contacts	26 27	28 29	30 1	2								
Tasks	Class 2018 - Y1 - Bo	dy and Disease ; Duke-NUS Graduate M	edical School Singapore, Level 2,	Lead Room 🛛 🔿								
Notes		Class 2018 - Y1 - B	reak									
	2 items											

### NOTE:

The imported calendar is a static snapshot.

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