

How to add the research events calendar as a second calendar to your Outlook desktop and mobile.

### **Adding the calendar**

1. Login to <https://staffmail.brighton.ac.uk>
  - a. Use your BSMS username as shown below

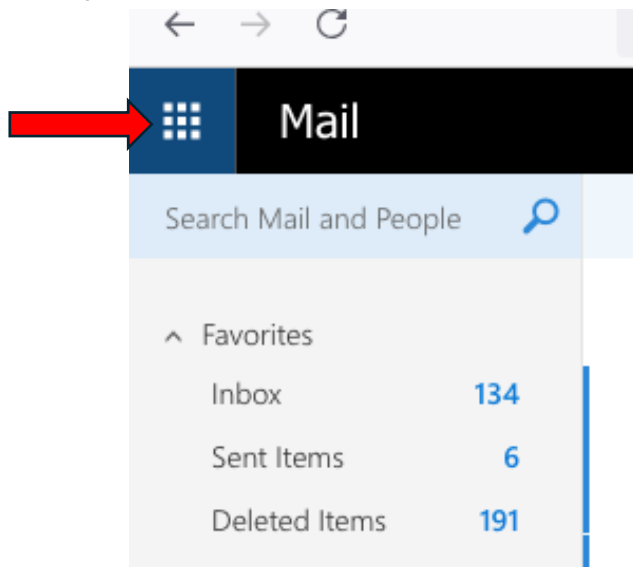
Sign in with your University account

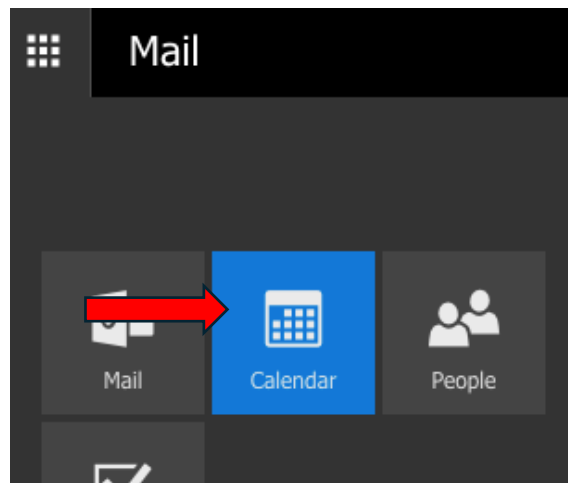
**Sign in**

2. Press the menu button in the top left and select “calendar”.

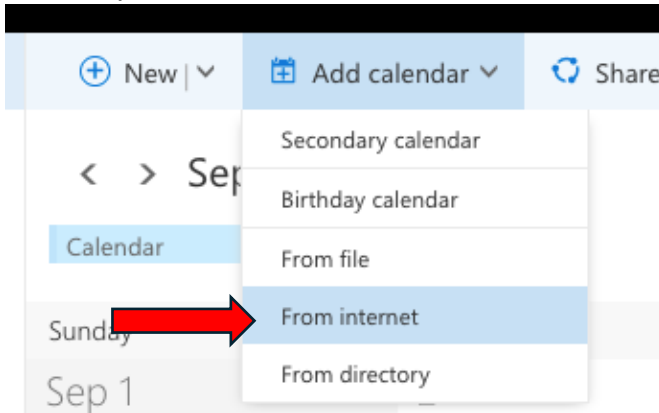
a.



b.



3. In the top menu bar select “Add Calendar” and “From internet”.



4. Enter this web address in the “Link to calendar” box. And give your calendar a memorable name, such as “research events”.

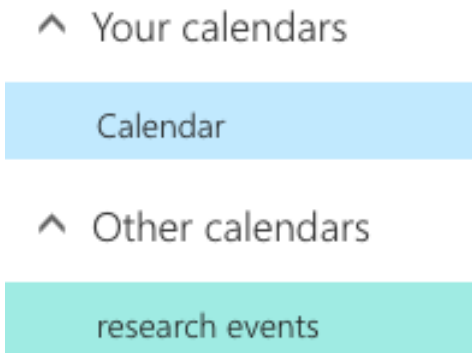
<https://calendar.google.com/calendar/ical/b6091cc97bb9add39a560066dc635b3a6a8dde242537f1cbc6dece8c49fe014d%40group.calendar.google.com/public/basic.ics>

Link to the calendar

Calendar name

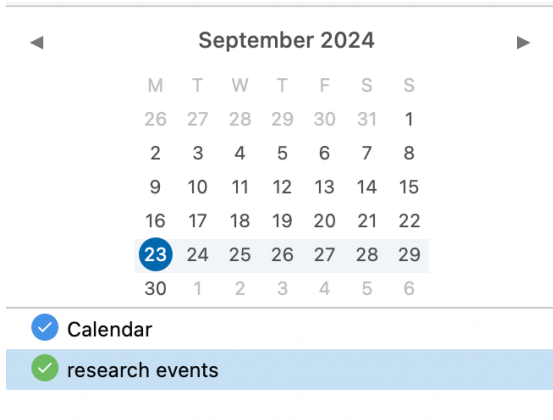
Then click save at the top of the tab.

5. The research events calendar will now appear on the left within “other calendars” and can be selected or deselected.

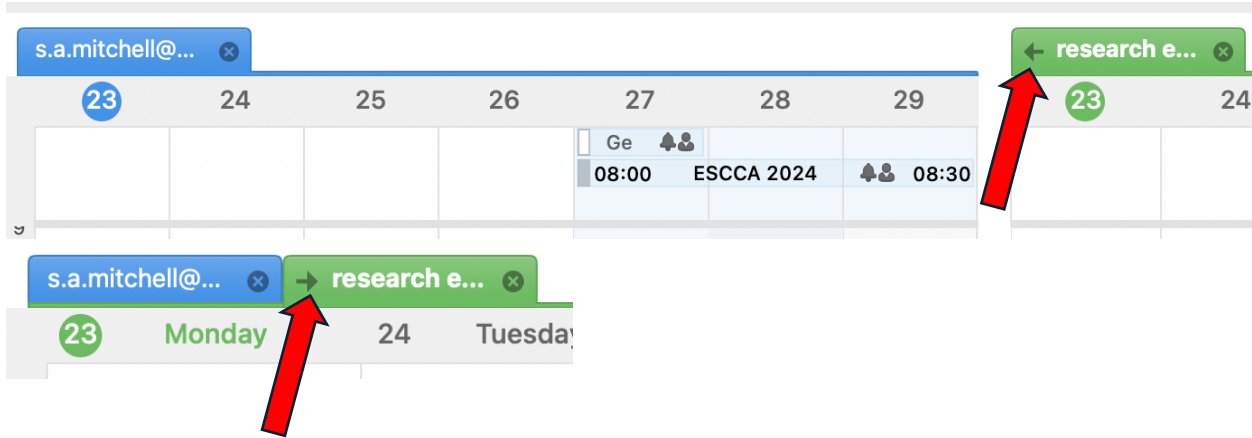


## Viewing the calendar on Outlook desktop.

You can now hide and show the research events calendar in your Outlook desktop app.

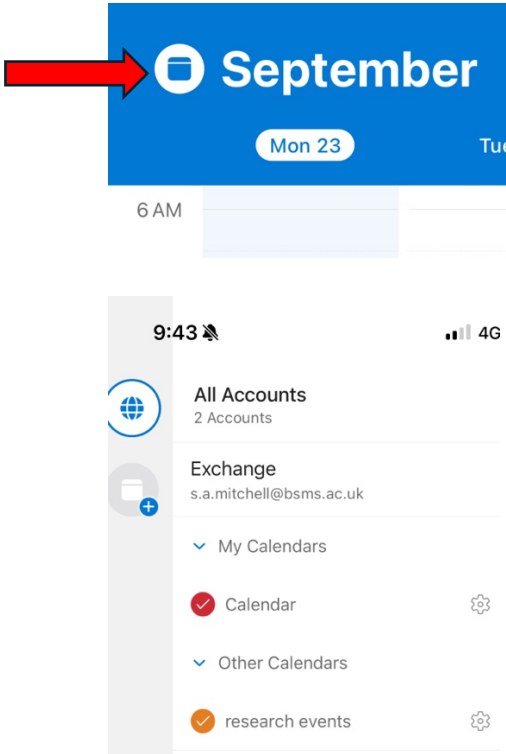


By default these will appear as two separate calendars, but you can display them together in a single calendar view by clicking the arrow on the second calendar. They can be split again the same way.



## Viewing the calendar on your phone.

From the calendar tab of the Outlook mobile app you can choose to display and hide the research events calendar.



Similarly, if you already have your work calendar displaying in your phone apps native calendar, you can now toggle research events on and off:

