Google Calendar for ESE Seminars

The ESE Department Seminar Calendar is publicly shared and available for adding to your personal calendar. The URL for the Seminar Calendar is:

https://calendar.google.com/calendar/ical/uk30gff2te8bfv3lu2nrollegk%40group.calendar.google.com/public/basic.ics

Click on the link below if you need help adding the ESE Seminar Calendar to your personal calendar:

- Google Calendar Users
- Outlook Calendar Users
- Mac Users

Click on the link below to add an event to the ESE Seminars calendar

- Add Events to the ESE Seminars Google Calendar
Google Calendar Users – Subscribe to ESE Seminars Calendar

• Push the down arrow under Other calendars and click on Add by URL

![Add by URL](https://i.imgur.com/3J5Q5.png)

• Paste this link in the URL field:

https://calendar.google.com/calendar/ical/uk30gff2te8bfv3lu2nrollek%40group.calendar.google.com/public/basic.ics

• Click Add Calendar

![Add Calendar](https://i.imgur.com/3J5Q5.png)

• Click on the square to the left of “ESE Seminars” to overlay this calendar over your other calendars

• To see more information about a seminar:
  o Click on the ESE Seminar on your Google calendar
- Click on “More details”

- Click on the Description link
Outlook Calendar Users – Subscribe to ESE Seminars Calendar

- Right click on Other Calendars -> Add Calendar -> From Internet...

![New Internet Calendar Subscription](image)

- Paste this link in the location field and click OK

https://calendar.google.com/calendar/ical/uk30gff2te8b7v3iu2nrolleqk%40group.calendar.google.com/public/basic.ics
- Click Yes

- Click on the left arrow of “ESE Seminars” to overlay this calendar over your other calendars
- To see more information about a seminar:
  - Double click on the ESE Seminar on your calendar

- Seminar: "Decentralized Dynamic Optimization for Power Network Voltage Control" - Appoi...

  Subject: Seminar: "Decentralized Dynamic Optimization for Power Network Voltage Control"
  Location: Green Hall, Room 01201
  Start time: Fri 4/22/2016 1:30 PM
  End time: Fri 4/22/2016 2:30 PM


- Click on the link in the notes field
**Add Events to the ESE Seminars Google Calendar**

- ESE Department gmail account is [ese.wustl@gmail.com](mailto:ese.wustl@gmail.com). Ask Ed Richter if you need the password.
- Log onto gmail and open the Calendar app.

![Event details on Google Calendar](image)

- Click on an existing event on the ESE Seminars Calendar and click on Edit event

![Duplicate event option](image)

- Click on More Actions -> Duplicate Event
Update the Title, Time and Description from the SharePoint event and click Save.