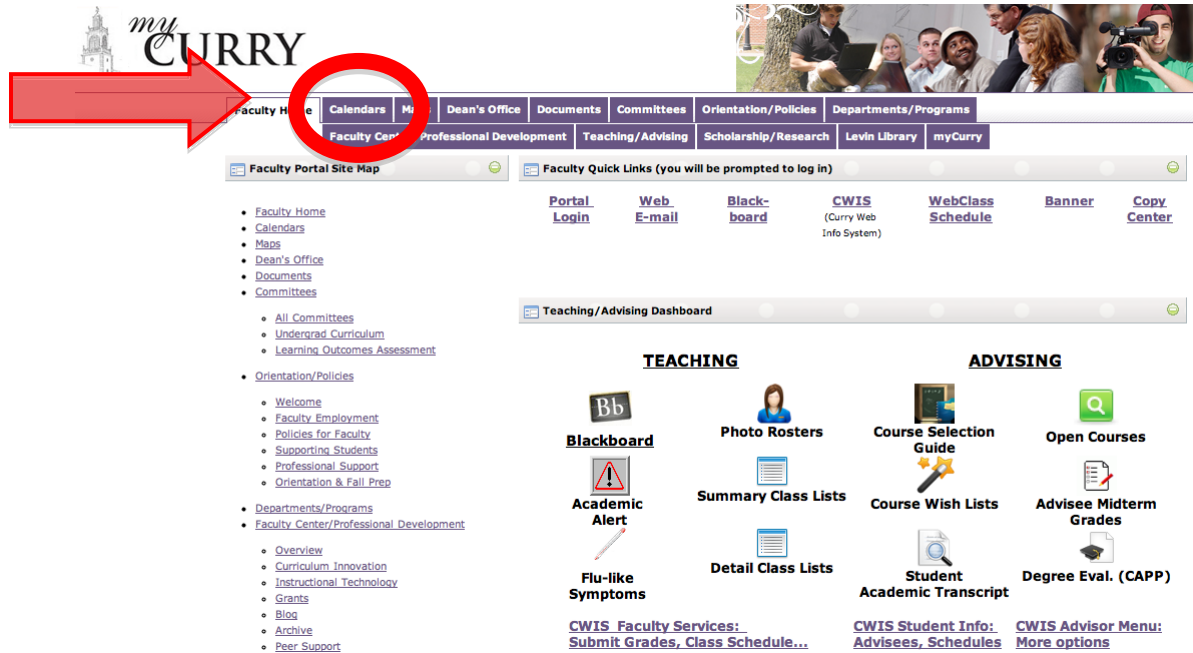


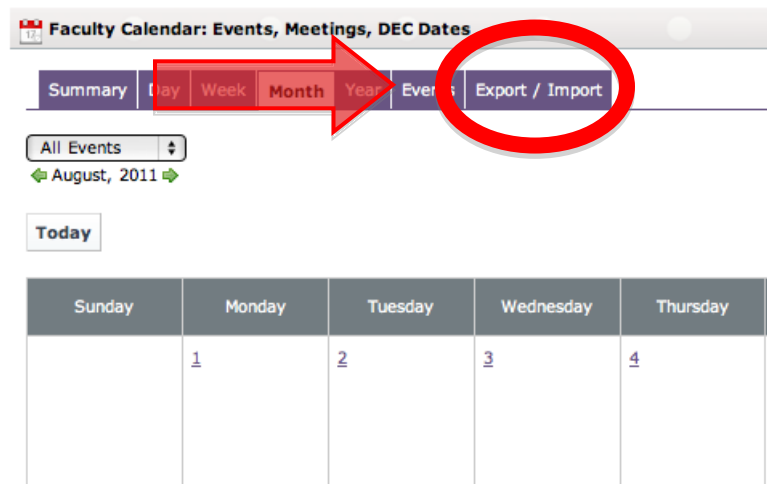
Faculty Portal Calendar Export/Import Instructions

To Get Faculty Events, Meetings, DEC Dates, and Academic Calendar items into your personal calendar (Outlook, Google Calendar, etc.):

1. Go to the myCurry Faculty Portal, <https://my.curry.edu/web/faculty> (or you can go through the main myCurry.edu portal, or the link at the bottom of the Curry College website). **Login** with your myCurry username and password.
2. Go to the Calendars area:

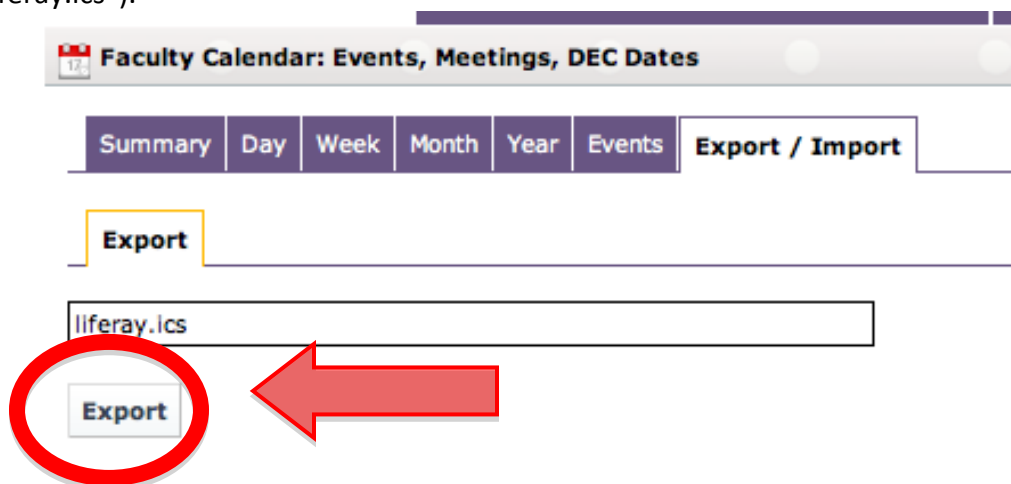


3. Select "Export/Import" in the Faculty Calendar area:



Faculty Portal Calendar Export/Import Instructions

4. Choose “Export” to get your “ics” file with Faculty Calendar dates. This is a generic calendar file that many software programs (Outlook, Google, iCal) use. You may name the file whatever you want by changing the file name in the export box (the default is “liferay.ics”).



5. Depending on your Browser and Computer, you may then:
- OUTLOOK:**
Import the “ics” file:
 - If Outlook is your default calendar, simply double click the file.
 - Or, navigate to “File” → “Import & Export” in the Outlook menu; select Import, choose the “ics” file type, and select the file when prompted.
 - The ics file will open as a new calendar and display alongside your personal or other calendar(s).

***NOTE:** YOU MAY THEN CHOOSE whether to keep all of these general calendar appointments in a separate calendar or simply drag and drop them into your personal calendar if you wish.*
 - OTHER: (Google, iCal, etc.)**
Use the “help” function of your chosen calendar program to find out how to “import” calendar data from a file.

6. **FAQs:**

Q: Do I have to import the ics file every time I want to view faculty meetings?

A: No. Once imported, the information will stay in your calendar (including a calendar you access on-line/off-campus, such as your Curry Outlook or Google Calendars).

Q: When new events are added in the portal (for example, a new semester’s worth of meetings), how do I get them into my calendar?

A: Follow the same process as above: export from the portal, and import into the program of your choice.

Q: What kinds of events are in the Faculty Portal calendar? Who enters them?

A: The Dean’s Office enters academic calendar events, holidays, Faculty Meetings, and DEC Dates one semester at a time. Other events may be added as requested.