The University of Denver's Center for Judaic Studies (CJS)
In partnership with the Office of Diversity and Inclusion (ODI),
Office of Teaching and Learning (OTL), Religious and Spiritual Life,
DULCCES & Fritz Knoebel School of Hospitality Management
presents:

Outlook 2010, 2013, 2016*:
A Step-by-Step Guide to
Transforming your Online Calendar into an Interfaith Calendar in 12 minutes!

& Check out our 7 Best Practices!

For our 7 Best Practices, full specs for the DU Interfaith Challenge, and links to this guide and guides for other Office & Google Platforms visit: www.du.edu/ahss/cjs/interfaith

*Note: Screenshots are from Outlook 2010; any changes for Outlook 2013 and 2016 are noted.
Why does this Guide Only Accommodate 8 Religious/Cultural Traditions?

Our instructions connect your Outlook calendar to the dates from only 8 religious/cultural calendars because currently these are the only uploadable religious/cultural calendars available for the Outlook platform. Do you know of other religious calendars that can be uploaded to Outlook? Please let us know at cjs@du.edu

Interfaith Trivia: Did you know that Superman’s creators were children of Jewish immigrants? This gives a whole different perspective on the story of Clark Kent hiding his true identity and responding to injustice while adjusting to life in a foreign land.

Note: This guide is prepared and maintained by Prof. Sarah Pessin, the Interfaith Chair at the Center for Judaic Studies (CJS) with help from the CJS office team as a service to DU. Please note that screenshots and details may differ from what you see on your screen based on your operating system and whether you are on a PC or a Mac. If you have recommendations for improved screenshots or language, please email us at cjs@du.edu (ideally with screenshots so we can best improve this guide).
Step 1:
Select “File” at the top left corner of the page. Next, click on “Options” in the drop-down menu (2010) or in the left sidebar (2016).
Step 2: The “Outlook Options” box will pop open. Select “Calendar” from the left sidebar. Then, select the “Add Holidays” button.
Step 3:
The “Add Holidays to Calendar” box will appear. This includes many national holiday calendars, as well as 5 religious holiday calendars in alphabetical order.

*Note: ‘Holy See’ does not appear as an option in some versions of Outlook

Scroll down the list and select the following 5 religious holiday calendars:
- Christian Religious Holidays
- Holy See (Vatican City)
- Islamic (Shia) Religious Holidays
- Islamic (Sunni) Religious Holidays
- Jewish Religious Holidays

Then hit “OK” at the bottom of the box.
Congratulations! You’re now done adding the 5 “built-in” Outlook religious holiday calendars. The holidays associated with all 5 of these religious traditions will now automatically populate your Outlook calendar.

Now, let’s import 3 more interfaith calendars into your Outlook calendar!*

*Note: Depending on your version of Outlook, you may or may not see each calendar listed separately (as above in this screenshot) under “Shared Calendars”; the holiday dates should appear in your calendar regardless.

*Full Disclosure: While many have reported success with the instructions so far, some did not succeed with what comes next; give it a try, and if you don’t succeed, at least you now have 5 religious traditions in your online calendar. Please visit the last page of this PDF before you go!
Step 4: Go to [https://www.calendarlabs.com/ical-calendar/religious/](https://www.calendarlabs.com/ical-calendar/religious/) to download the three external calendars highlighted in red below. The circled calendars are the 3 calendars we’ll be working with. Start by clicking on “Buddhist Holidays” & turn to the next page for details on what to do next!
Step 5: Once you click on “Buddhist Holidays,” a green “Download” button will appear (circled in red below). Click Download. After the calendar has downloaded, open (and for some, it will work best to “Save and Open”) the files in one of the following ways depending on your browser and computer:

- If the file has downloaded to the bottom of your screen, click on the “up arrow” select “Open” (or if you can, “Save and Open”);
- If the file has downloaded to your desktop, or into your Downloads Folder, double-click on the file to open it;
- If you get a pop-up, select “Open” (or if you can: “Save and Open”);
- On a PC with Outlook 2016, you will likely see (1) “Open” and (2) “Save” with a dropdown menu under ‘Save’: Some report better results by pulling down the dropdown under “Save” and choosing “Save and Open”;
- In short: Do whatever you need to do to open (and ideally: save and open) the file!

*Note: There are known Mac issues with this download as of August 2017; calendarlabs.com is aware of the problem and is working to fix it; please try a few different browsers and it will hopefully work. Update: This should be fixed as of 9.1.17
Congratulations! Depending on your version of Outlook, your browser, and whether you’re on a PC or Mac, you will now EITHER:
1) be able to see the Buddhist dates in the boxes of your daily calendar, or
2) be able to see the Buddhist calendar side-by-side with your daily calendar as follows:

[Repeat Step 5 to download the Hindu and Sikh Holidays; on the calendarlabs page, use the ‘back’ arrow to get from the Buddhism download page back to the main page with the Buddhist, Hindu, and Sikh calendar downloads]
You’ve completed the calendarlabs.com external calendar-upload!

Note: the calendarlabs calendars are for this coming year and need to be redownloaded each year.

Email cjs@du.edu to be added to the “DU Checks the Interfaith Calendar” listserv for annual reminders to update your external calendar files each January!

Just one more page of information to go!...
Congratulations!
Your Outlook Calendar has been Transformed!
Just a few more key steps to SUCCESS....

- **Your 1st next step** is to incorporate your new Interfaith Calendar into your office flow and scheduling routines; [click here](#) for 7 Best Practices to help you get started!

- **Your 2nd next step** is to email us at [cjs@du.edu](mailto:cjs@du.edu) so we can
  - add your name to our online list of “DU Interfaith Calendar Checkers!”;
  - add you to the “DU Checks the Interfaith Calendar” listserv for annual reminders to update your external calendar files each January so holiday dates are uploaded for the upcoming year!

- **Your 3rd next step** is to complete the full “DU Interfaith Challenge”; download either a 'Staff/Faculty/Student Group' version or an 'Individual Student' version at [www.du.edu/ahss/cjs/interfaith](http://www.du.edu/ahss/cjs/interfaith) and find out how to:
  - Get a free 'dessert extravaganza' delivered to your office/group, and get invited to congratulatory 'pop-up ice cream sundae parties' throughout 2017-18!
  - Get a fun superhero poster proudly declaring your office/group checks the interfaith calendar!
  - Participate in our 'Online Photo Challenge' to help get other campus offices/groups to update their calendars!
  - Get your office’s name added to our online list of “DU Interfaith Calendar Checkers!”