Importing the UWA Student Events to Student Calendaring

Step one
Navigate to [www.events.uwa.edu.au](http://www.events.uwa.edu.au)

In the ‘choose another calendar …. ’ drop down box select ‘ Student Events ’

Click ‘View’.

Now in the bottom left hand side right-click on ‘iCalendar’, and select the option to copy the link eg. ‘Copy link address’.

Step two
Navigate to [http://mail.student.uwa.edu.au](http://mail.student.uwa.edu.au)

Log in using your Pheme credentials.

Select the nine boxes icon from the top right hand side, and then select ‘Calendar’.

Step three
Click the down arrow next to ‘ Other Calendars ’.

Then select ‘ Add by URL ’.

In the pop-up enter paste the iCalendar link.

Click ‘ Add Calendar ’.

You should now see ‘ Calendar was imported successfully.’

Doesn’t work?
Help is available! But before coming for help, please try the following:

- Double-check your student number and Pheme password are correct and have not expired.
- Check the URL for missing characters.

If it still doesn’t work, contact Information Services.

In person: At an inquiry desk in one of the UWA subject libraries
Self-service or email: [http://ipoint.uwa.edu.au/app](http://ipoint.uwa.edu.au/app)
Telephone numbers at: [http://www.is.uwa.edu.au/contact](http://www.is.uwa.edu.au/contact)