Importing an LMS unit’s calendar to Student Calendaring

Step one
Navigate to:
❖ lms.uwa.edu.au

From the Unit Overview select the unit you wish to export the calendar for.

If the unit is utilizing an event calendar you should see the box ‘Upcoming events’. By default it lives in the right hand column.

Click on ‘Go to calendar…’

Step two
From this page select ‘Export calendar’.

Select what events and the duration, and then click ‘Get calendar URL’.

The LMS calendar URL should appear below, copy the URL starting from ‘http://…’.

NOTE: Sometimes this page fails to load correctly and you may get an error message. To fix this refresh the page OR click the back button and ‘Get calendar URL’ again.

Step three
Navigate to:
❖ http://mail.student.uwa.edu.au

Log in using your Pheme credentials.

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

Step four
Locate the ‘Other calendars’ section on the left side of the page and click on the down arrow.

Then select ‘Add by URL’.

In the pop-up paste the iCalendar link.

Click ‘Add Calendar’.

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You are done!

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 a service point 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)