Importing the UWA Student Events to Student Calendaring.

**Step one**

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

On the top right 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.

Then 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 a service point in one of the UWA subject libraries

**Self-service or email:**
- [Telephone numbers at:](http://www.is.uwa.edu.au/contact)