

Calendar - View Confluence Team Calendar in Outlook



Mac Users

The Outlook for Mac 2011/2016 desktop applications **don't** provide the ability to subscribe to an internet calendar, but there is a [workaround](#) that may work for you.

- [Subscribe to a Confluence Team Calendar Step-by-Step](#)
 - 1. Get your Team Calendars URL
 - 2. Subscribe to the calendar in Outlook Desktop
 - 3. Subscribe to the calendar in Outlook Office 365

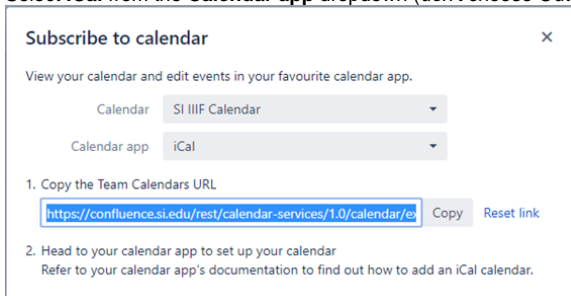
You can view your Confluence Team calendar directly in Outlook as you would any other shared calendar using **iCal synchronization**. This is also known as subscribing to a Confluence calendar.

Subscribe to a Confluence Team Calendar Step-by-Step

One-way synchronization means that you can view, but not update, Team Calendars events in Outlook.

1. Get your Team Calendars URL

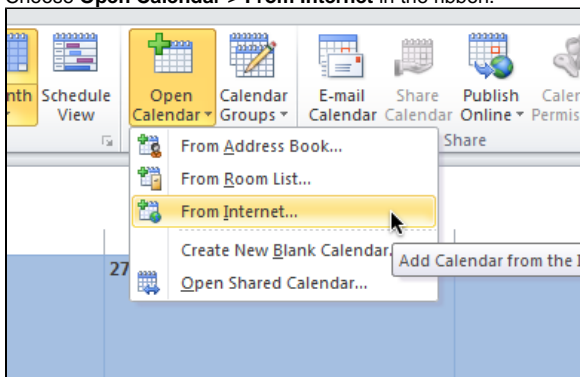
1. Click the **Subscribe** button near the top of the calendar or choose **...** to the right of the calendar name, then choose **Subscribe**.
2. Select **iCal** from the **Calendar app** dropdown (*don't* choose Outlook for one-way sync).



3. Copy the **Calendar URL**.

2. Subscribe to the calendar in Outlook Desktop

1. Choose **Calendar** at the bottom left of the app.
2. Choose **Open Calendar > From Internet** in the ribbon.

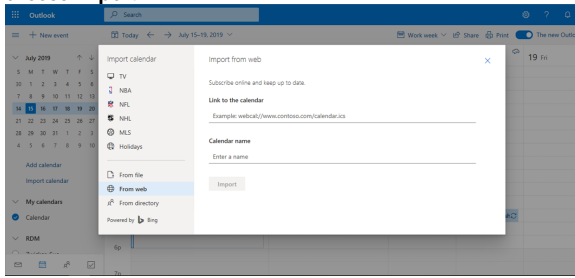


3. Paste the calendar address and choose **OK**.

3. Subscribe to the calendar in Outlook Office 365

1. Go to the **Calendar** in the bottom left of the app.
2. On the left-hand navigation just above My calendars, choose **Import calendar...From web**

3. Paste the calendar address URL in the Link section and give your calendar a name, then choose **Import**



- [Calendar - View Confluence Team Calendar in Outlook](#)