

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:

*Note: Screenshots are from
Outlook 2010; changes for
Outlook 2013 and 2016 are
noted.

Check
the
interfaith
Calendar

& 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

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

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 up-loadable 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

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).

File

Home

Send / Receive

Folder

View



Save



Save As

Info

Open

Print

Help



Options

Support



Microsoft Office Help
Get help using Microsoft Office.



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).



Office better.

Tools for Working With Office



Options

Customize language, display, and other program settings.



Check for Updates

Get the latest updates available for Microsoft Office.

About Microsoft Outlook

Version: 14.0.7184.5000 (64-bit)

[Additional Version and Copyright Information](#)

Part of Microsoft Office Professional Plus 2010

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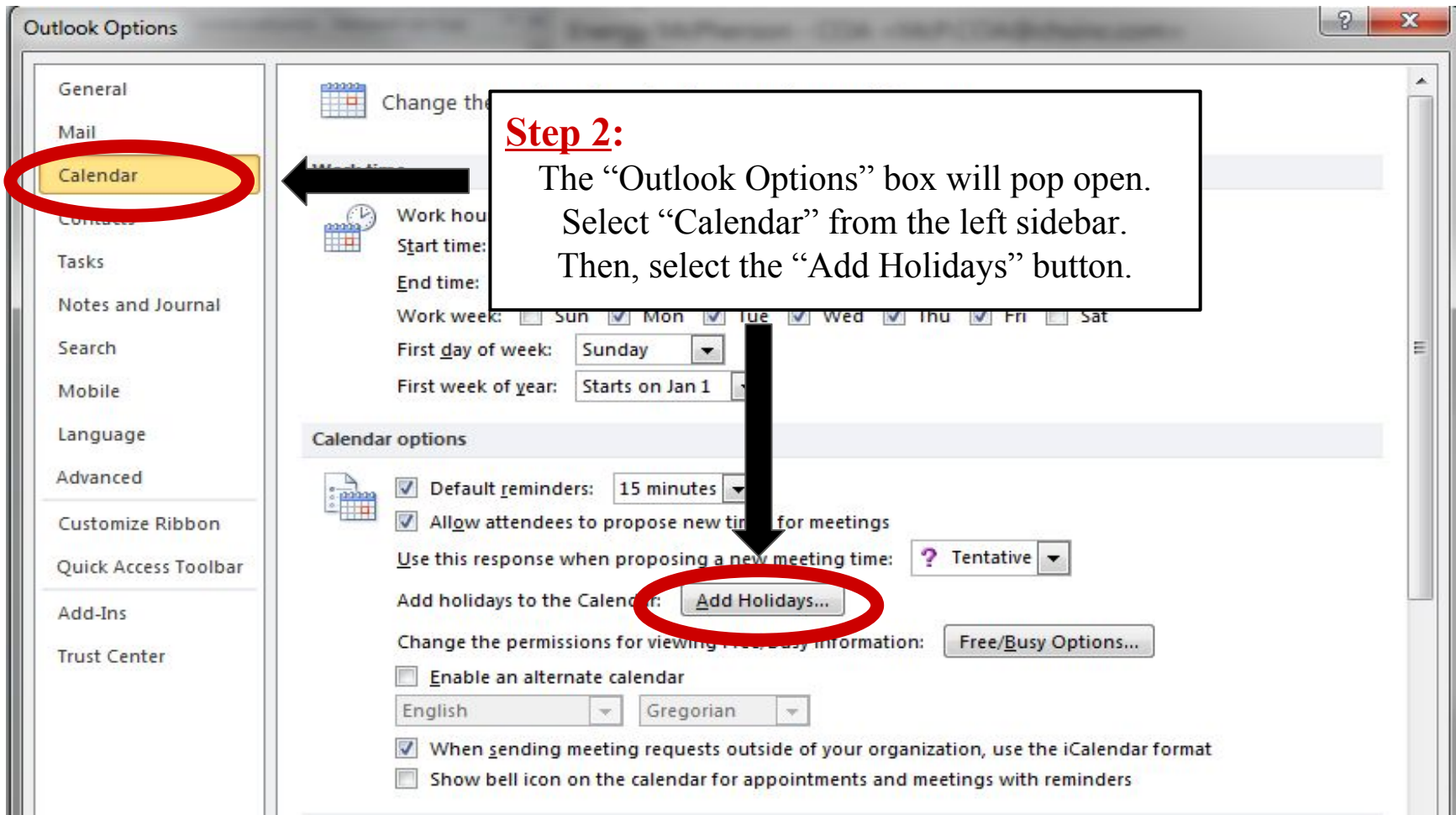
[Microsoft Customer Services and Support](#)

Product ID: 02260-018-0000106-48120

[Microsoft Software License Terms](#)

2010

ccess, Microsoft Excel, Mi
soft PowerPoint, Micros



General

Mail

Calendar



Change the settings for calendar

Work time

Hours:

8:00 AM

4:30 PM

Week:

☐ Sun☒ Mon☒ Tue☒ Wed☒ Thu☒ Fri

Day of week:

Sunday

Week of:

1

2

3

4

5

6

7

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9

10

11

12

13

14

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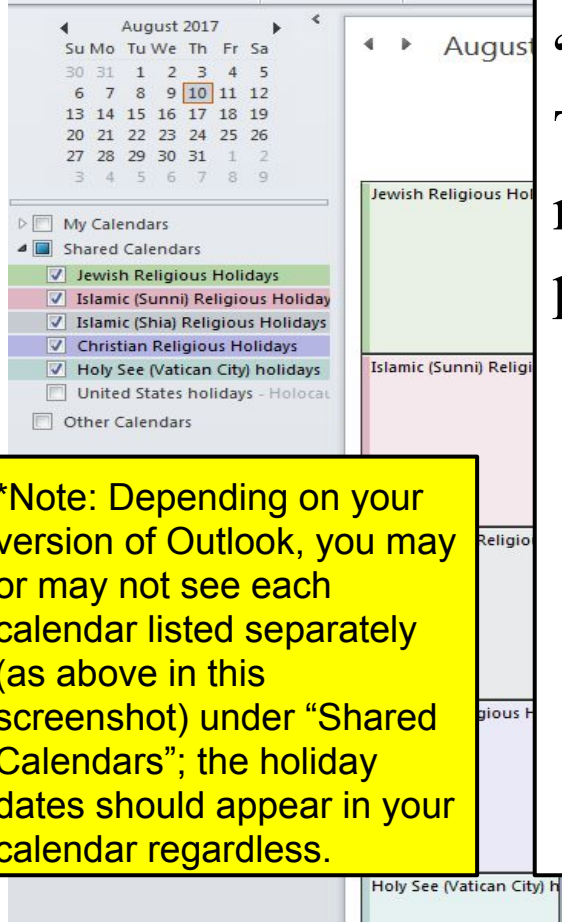
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3

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.

Note: Please be advised that for many Muslims, the Islamic Calendar dates that you now have in your calendar are only estimates that are generally within a day or two of the final dates which are determined by real time observations of the moon's cycle in a given month based on weather, and other factors.

*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.



August 2017

Su Mo Tu We Th Fr Sa

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

My Calendars

Shared Calendars

- ☒ Jewish Religious Holidays
- ☒ Islamic (Sunni) Religious Holiday
- ☒ Islamic (Shia) Religious Holidays
- ☒ Christian Religious Holidays
- ☒ Holy See (Vatican City) holidays
- ☐ United States holidays - Holocal
- ☐ Other Calendars

August 10, 2017

8 am 9 00 10 00 11 00 12 pm 1 00 2 00

Thursday, August 10, 2017

Jewish Religious Holidays

Islamic (Sunni) Religious Holidays

Islamic (Shia) Religious Holidays

Christian Religious Holidays

Holy See (Vatican City) holidays

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

***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/> to download the three external calendars highlighted in red below.

CALENDAR

RELIGIOUS CALENDAR

PHOTO CALENDAR

WORLD CLOCK

HOLIDAYS

TODAY

WIDGETS

Search site...

» iCal Calendar » Religious

Calendar Categories

2017 Templates

2018 Templates

Astrology Calendar

Desktop Wallpaper

Blank Calendar







iCal Calendar

Custom Calendar

Online Calendar

Long Weekends

LIST

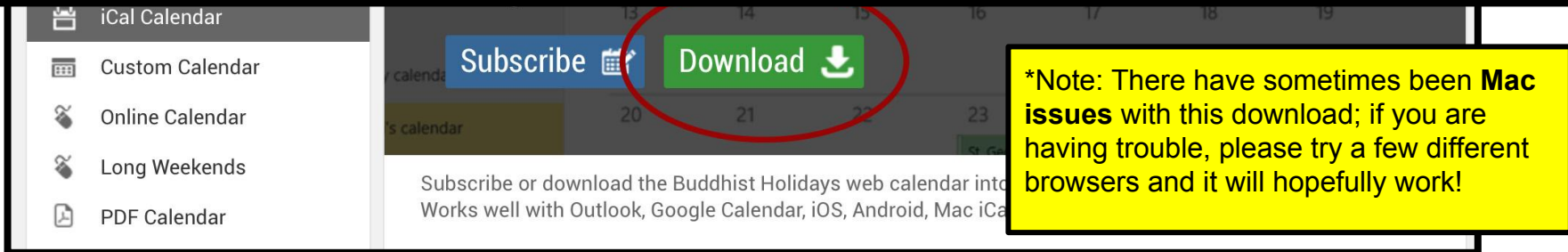
	Buddhist Holidays		
	Christian Holidays		
	Hindu Holidays	Religious	Holidays
	Islam Holidays	Religious	Holidays
	Jewish Holidays	Religious	Holidays
	Sikh Holidays	Religious	Holidays

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!

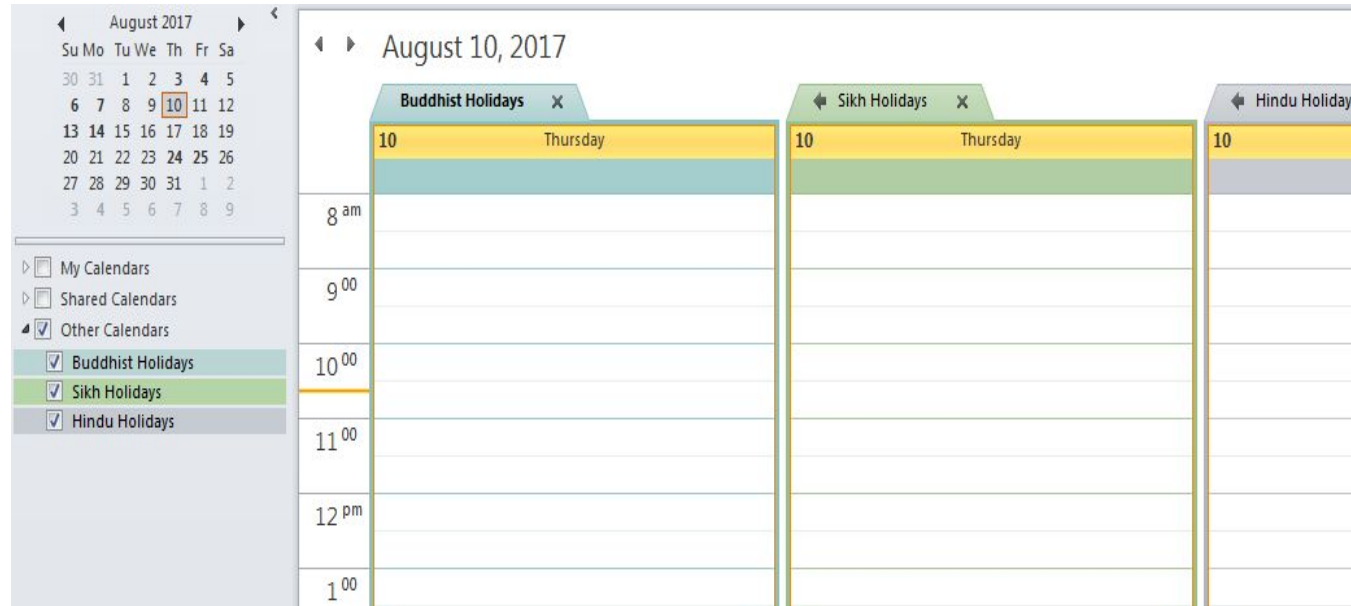
Step 5: Once you click on “Buddhist Holidays,” a green “Download” button will appear (circled in red below). Click Download. After the calendar has downloaded, open (and for some, it will work best to “Save and Open”) the files in one of the following ways depending on your browser and computer:

- **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!



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 so we can add your name to our online list of 'DU Interfaith Calendar Checkers!'
- And: For full **"DU Interfaith Challenge"** details (including how to participate in our fun photo challenge!) visit www.du.edu/ahss/cjs/interfaith