

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:

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](http://www.du.edu/ahss/cjs/interfaith)

**Outlook 365:**  
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 365 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 365 platform.

Do you know of other religious calendars that can be uploaded to Outlook 365? Please let us know at [cjs@du.edu](mailto: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](mailto:cjs@du.edu) (ideally with screenshots so we can best improve this guide).

Office 365 Outlook

Search Calendar

New Add calendar Interesting calendars Share Print

August 2017

S M T W T F S

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

Your calendars

Calendar

United States holi

Secondary calendar

Holiday calendar

From file

From internet

From directory

Wednesday Thursday Friday Saturday

10a SCOL orier

13 14 15 16 17 18 19

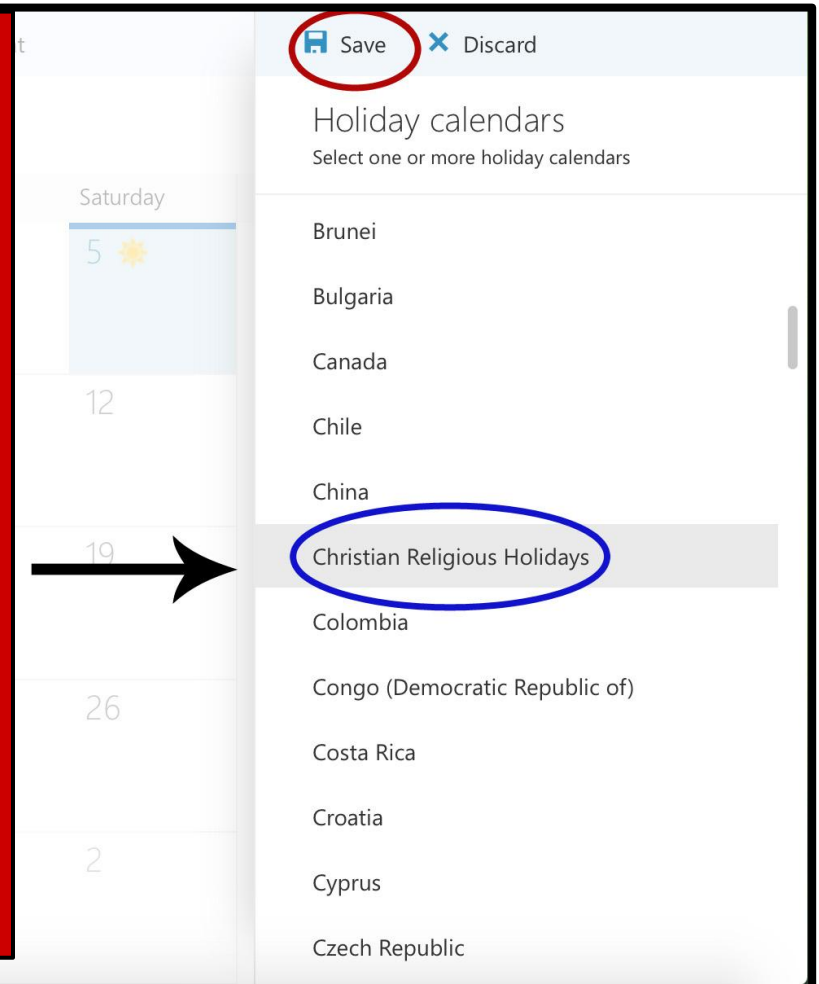
**Step 1:**  
Select "Add Calendar" at the top of the page.  
Next, click on "Holiday Calendar" in the drop-down menu.

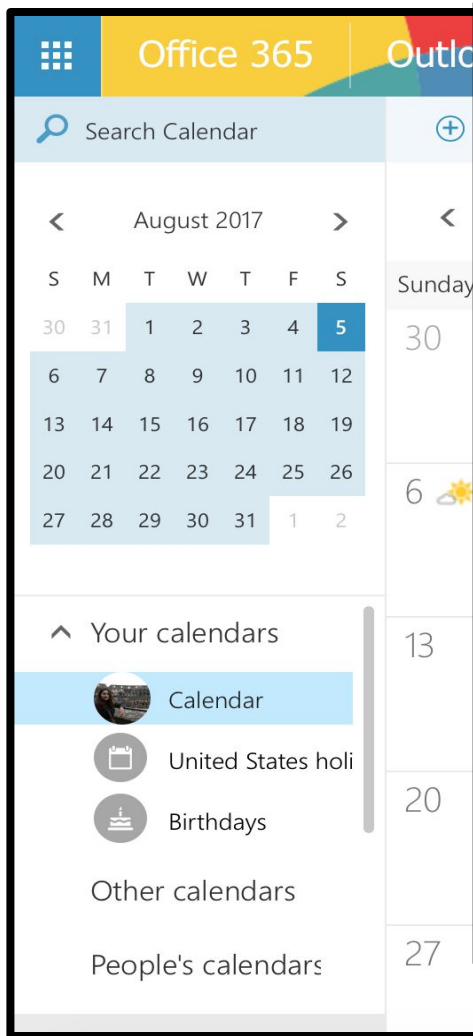
## Step 2:

A “Holiday Calendars” list will appear on the right hand side of your screen. This includes many national holiday calendars, as well as 5 religious holiday calendars in alphabetical order. Scroll down the list and select the following 5 religious holiday calendars:

- Christian Religious Holidays
- Holy See (Vatican City)
- Islamic (Shia) Religious Holidays
- Islamic (Sunni) Religious Holidays
- Jewish Religious Holidays

Then hit “Save” at the top of the box.





**Congratulations!** You're now done adding the 5 “built-in” Outlook 365 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.

Office 365

Outlook

Search Calendar


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August 2017


>

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 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  |

^ Your calendars

Calendar

United States holi

Birthdays

Other calendars


People's calendars

<

Sunday

30

6



13

20

27

21

22

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31

Sep 1

2

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!**

6

**Step 3:**

Go to <https://www.calendarlabs.com/ical-calendar/religious/> to download the three external calendars highlighted in red below.

CALENDARRELIGIOUS CALENDARPHOTO CALENDARWORLD CLOCKHOLIDAYSTODAYWIDGETS

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

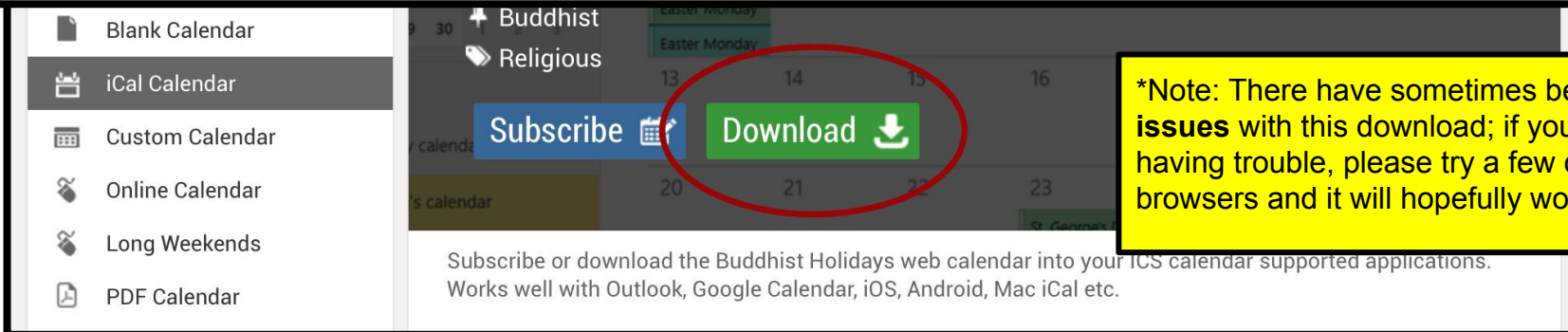
|  |           |          |
|--|-----------|----------|
|  Buddhist Holidays  |           |          |
|  Christian Holidays |           |          |
|  Hindu Holidays     | Religious | Holidays |
|  Islam Holidays     | Religious | Holidays |
|  Jewish Holidays    | Religious | Holidays |
|  Sikh Holidays     | 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 4:** Once you click on “Buddhist Holidays,” a green “Download” button will appear (circled in red below). Click Download. Depending on your computer/browser details, one of 2 things happens next:

- 1) You might have the option to ‘Save’ the file; if you have that option, take it (i.e. ‘Save’ the file to your Desktop or Downloads Folder, and DO NOT ‘Open’ the file);
  - 2) You might find that your computer’s default calendar opens automatically, e.g. iCal- with a dialogue window, ‘Add event’; if this happens, click cancel (for the ‘add event’) and close the calendar program.
- **In short: Do whatever you need to do to save the file to your Desktop or Download Folder.**
  - **Return to your Outlook Calendar view; turn the page to learn how to upload this file into your Outlook Calendar!...**



\*Note: There have sometimes been **Mac issues** with this download; if you are having trouble, please try a few different browsers and it will hopefully work!



The screenshot shows a web-based calendar interface for August 2017. On the left, a sidebar contains a list of calendars: 'Islamic (Sunni) Re', 'Jewish Religious H', and 'Other calendars'. The 'Other calendars' section is circled in red and contains three options: 'Buddhist', 'Sikh', and 'Hindu'. A large black arrow points from the 'Buddhist' option to a text box on the right.

**Step 5:**  
Hover your mouse over “Other Calendars” and click on the “+” sign that appears to its right. A text box should appear under the “Other Calendars” category.

Type “Buddhist” into the text box to designate a location to upload the Buddhist external calendar you have downloaded. When done typing, hit Enter.

**Repeat this step for both the Sikh and Hindu calendars**-- 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.

Search Calendar

+ New | Add calendar

Interesting calendars Share Print

August 2017

S M T W T F S

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

Islamic (Sunni) Re

Jewish Religious H

Other calendars

Buddhist

People's calendars

Groups

Calendar

From file

From internet

From directory

Secondary calendar

Holiday calendar

Wednesday

Thursday

Friday

Saturday

Tisha BeAv

6 7 8 9

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13 14 15 16

Vigil of Assumj

Assumption

Assumption - V

20 21 22 23 24 25 26

Assumption - E

27 28 29 30 31

Arafat

Eid al Adha

**Step 6:**  
To upload the external calendars, select “Add Calendar.” In the drop-down menu, click on “From file.”

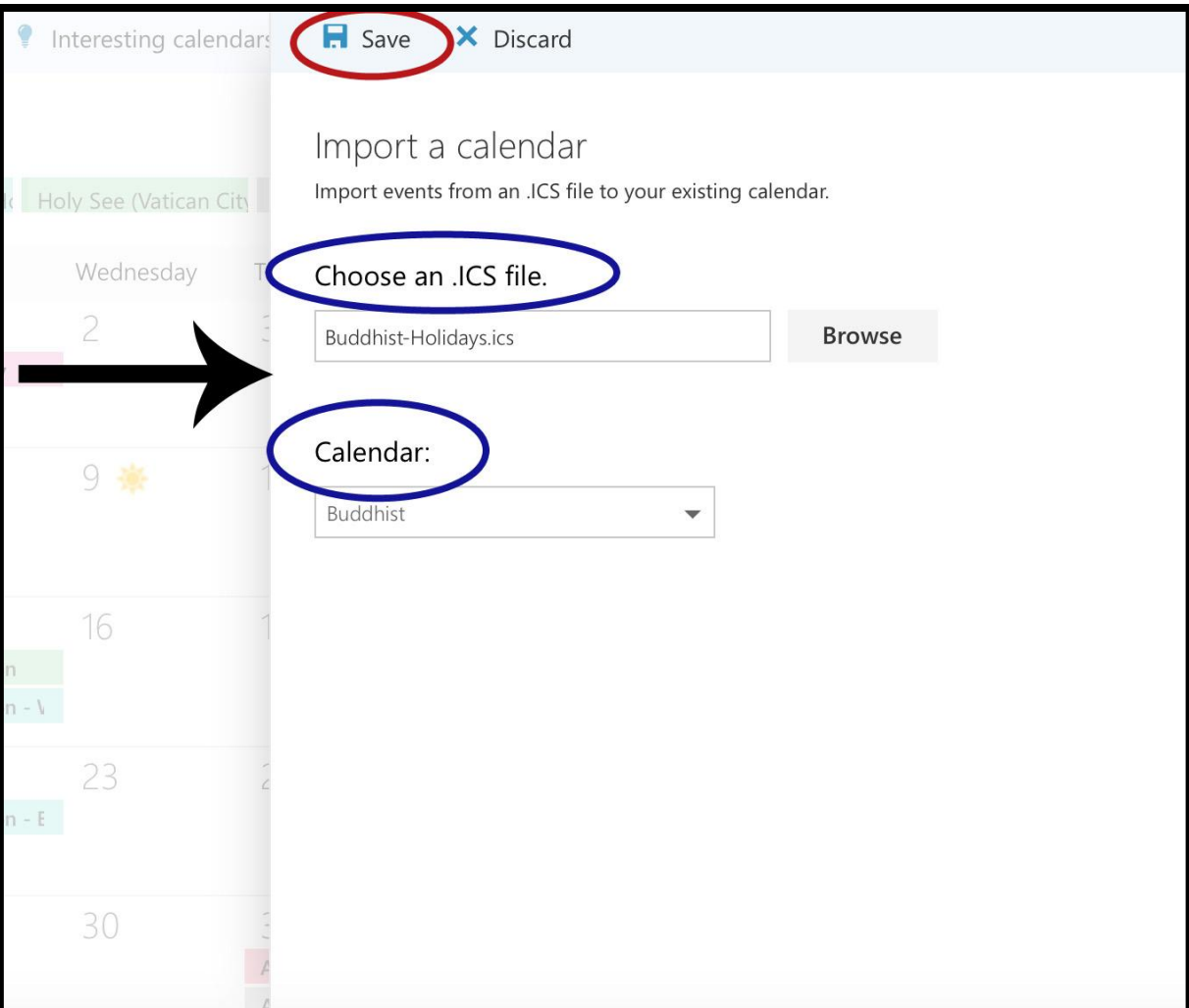
## Step 7:

A new window will open called “Import Calendar.” Choose the Buddhist .ics file from your desktop (or from your downloads folder). To locate that file, click “Browse.”

Next, under “Calendar” click on the drop-down arrow to reveal the list of calendar titles you previously created.

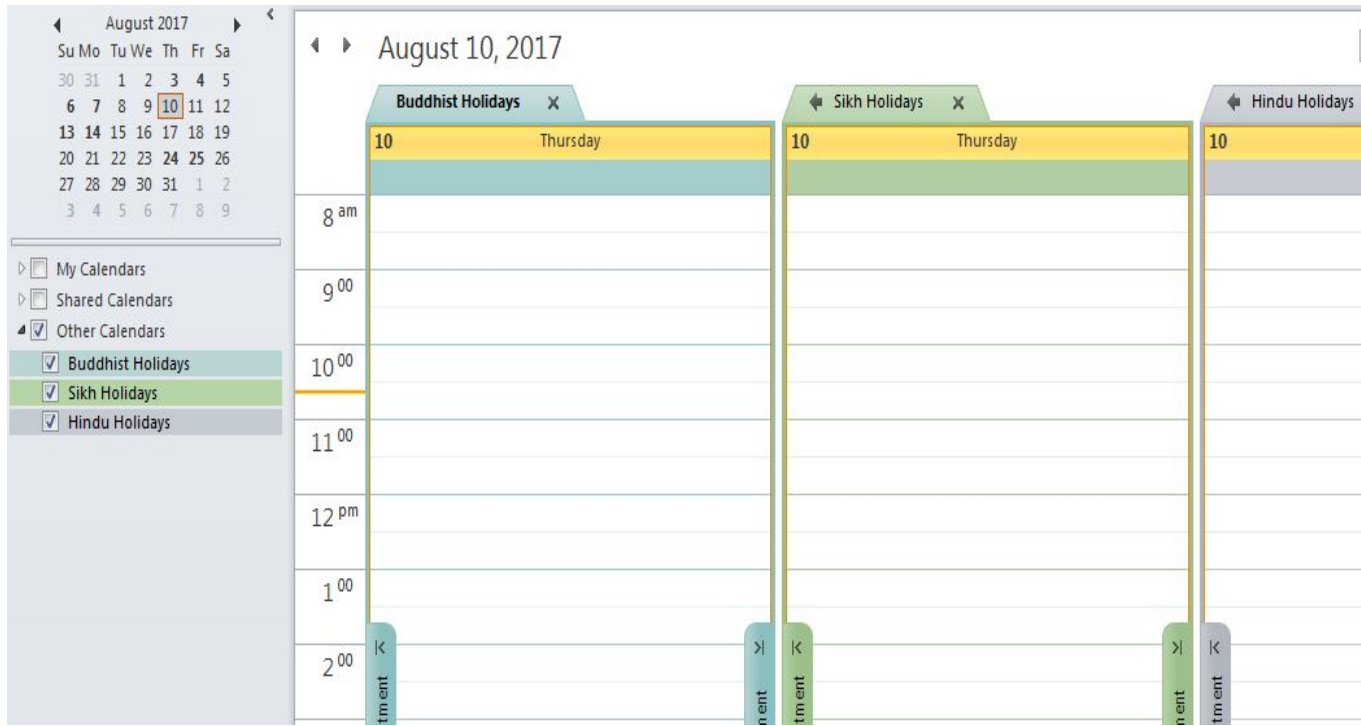
Select “Buddhist” and then hit “Save” highlighted in red.

Repeat this step for the Sikh and Hindu calendars, being sure to match each .ics file the calendar title you’ve created for it.



**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, Hindu, and Sikh dates in the boxes of your daily calendar, or
- 2)** be able to see the Buddhist, Hindu, and Sikh calendars side-by-side with your own daily calendar as follows:



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](mailto: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 365 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](mailto: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](http://www.du.edu/ahss/cjs/interfaith)