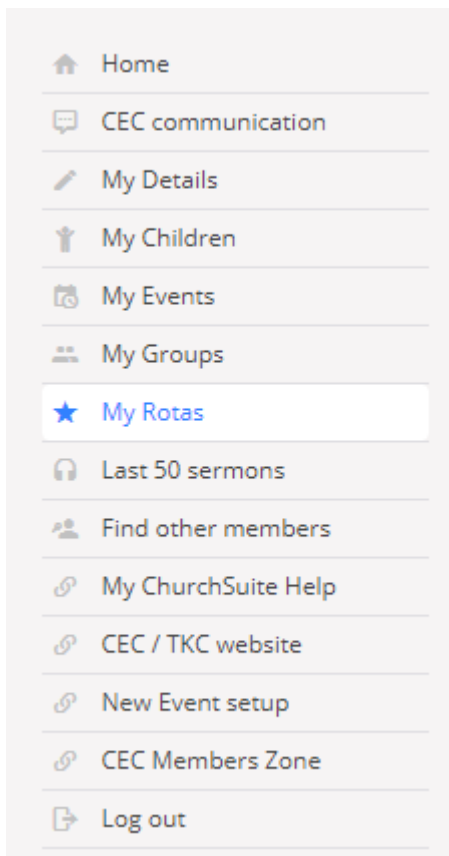


Subscribe to My Rotas in Outlook Calendar

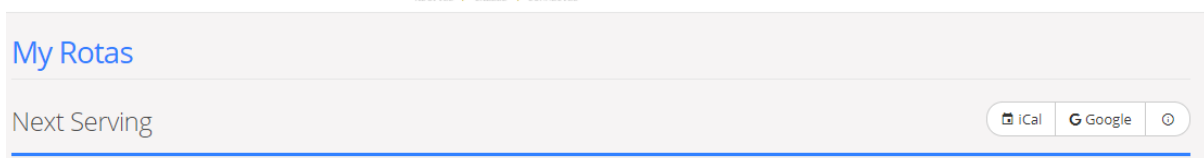
Before You Start: You need access to My ChurchSuite to do this. If you have been regularly worshipping at CEC for at least 3 months and are 18 or over, please [click here](#) to request access.

Note: When you subscribe to an iCal calendar feed, your calendar will automatically refresh if the iCal is updated e.g. for rota swaps. This can sometimes take more than 24 hours.

1. Log into **My ChurchSuite** and select **My Rotas** from the **Menu**



You should see something like...



2. *Right* click on the **iCal** button then select **Copy Link Address**

The link is unique to each person, but it should be something like this...

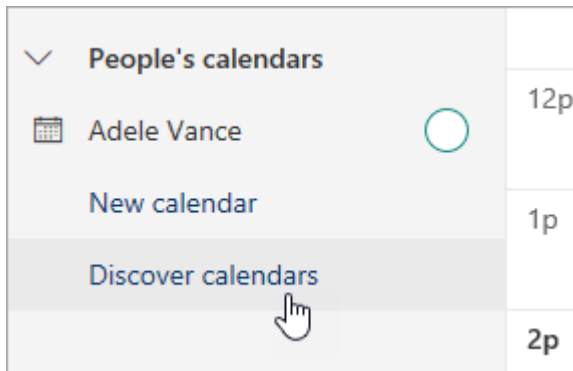
<webcal://cec.churchsuite.co.uk/my/ical/rotas/db9999999999>

You will need this link later.

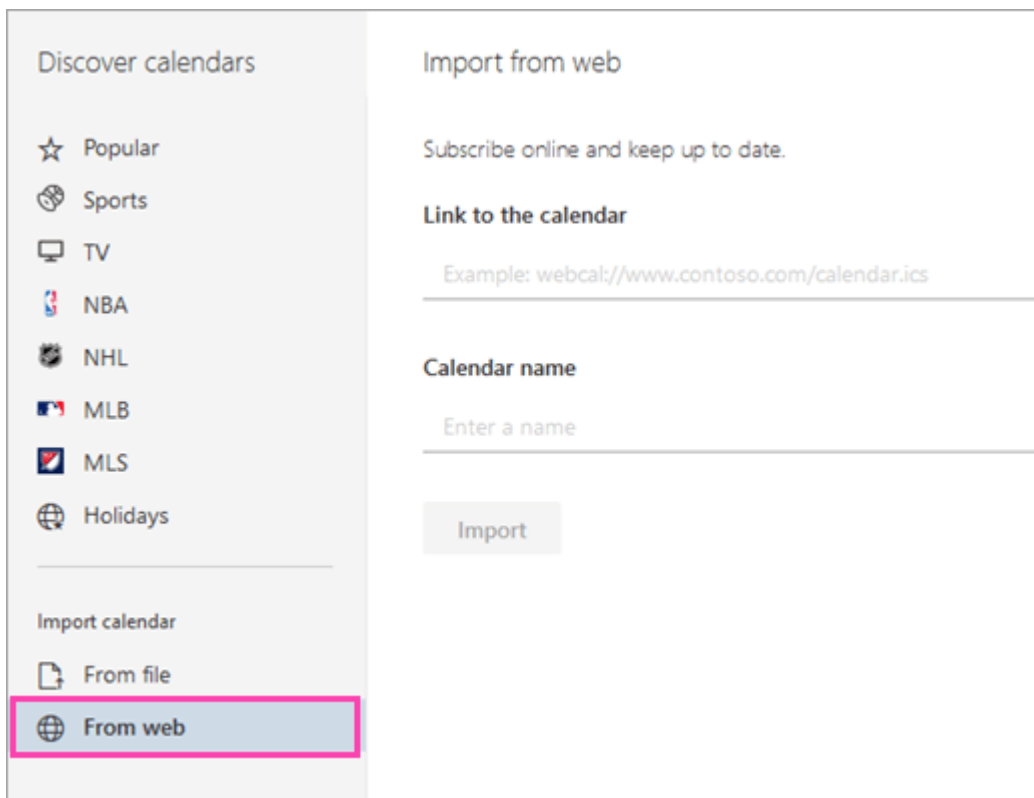
Subscribe to My Rotas in Outlook Calendar

3. [Sign in to Outlook.com](#).

4. In the navigation pane, select **Discover calendars**.



5. Under **Import calendar**, select **From web**.



6. Under **Link to the calendar**, paste the webcal address for the ChurchSuite calendar that you copied earlier (step 2).

7. Under **Calendar name**, type the name you want to use for the calendar e.g. My CS Rotas

8. Select **Import**.

That's it!