Connecting to the UMD Academic Calendar with Zimbra

An Academic Calendar that displays events such as Holidays, Add/Drop periods, Study Day and others can be added to your Zimbra calendar. To add this calendar, follow these instructions.

- Log into Zimbra and select the Calendar tab.
- In the sidebar on the left, click the New Calendar button. The New Calendar dialog box is displayed. (A picture of the completed dialog box is shown here.)
- Enter a name for the calendar into the Name field.
- Select a calendar color with the pop-up menu.
- Put a check in the 'Exclude this calendar...' checkbox. Otherwise, you will appear ‘Busy’ whenever there is a University calendar event.
- Put a check in the 'Synchronize appointments...' checkbox. The URL field is displayed.
- Enter the following address into the URL field. (You can Copy and Paste.)
  http://zimbra.umassd.edu/home/zimbra-holiday/UMassDartmouthSharedCalendar
- Click OK. The academic calendar is added to the calendars list.

Note that this calendar does not update itself automatically; you must do it manually. Fortunately the academic calendar does not change much and is set well in advance.

To update the academic calendar, right-click (or control-click on Macintosh computers) on it in the calendars list, and choose Reload.

If you have difficulty with this procedure, please contact Rich Legault at x8799, or the I. T. Service Center at x8790.