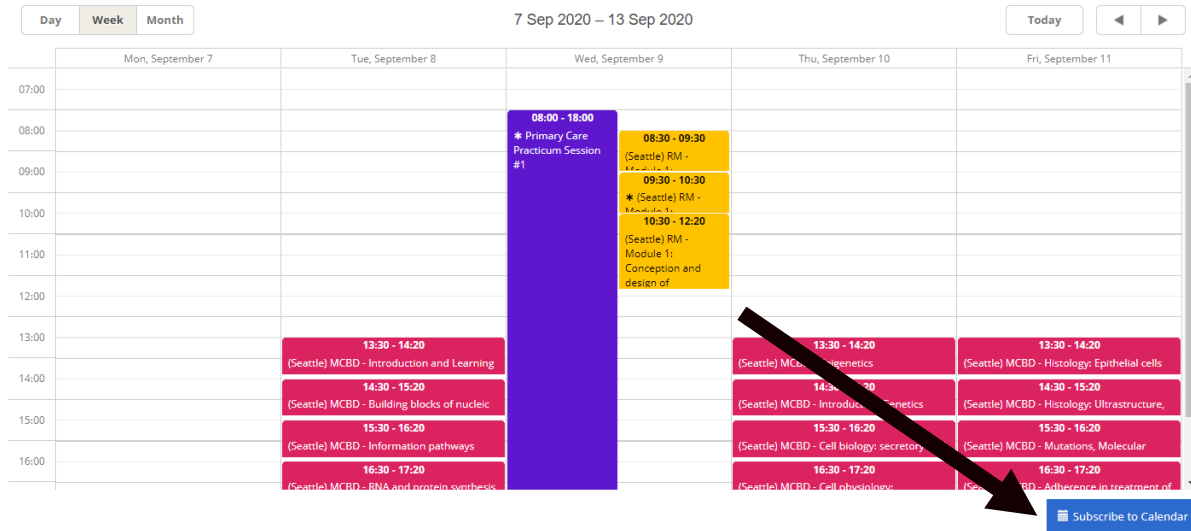
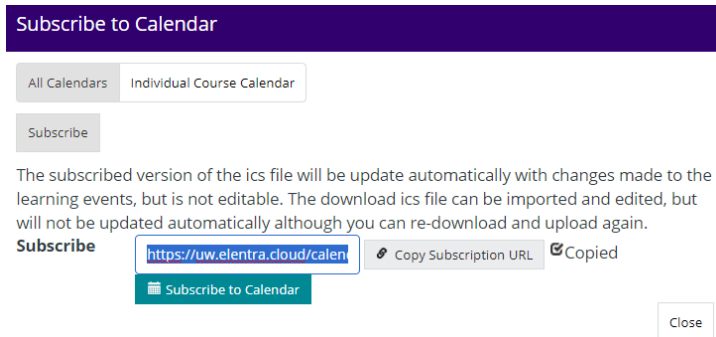


# HOW TO SUBSCRIBE TO YOUR ELENTRA CALENDAR ONTO YOUR PERSONAL CALENDAR:

When you log into the Elentra, you will be taken to your Dashboard Calendar. In addition, you can click on the Dashboard tab at the top of the screen. On your Dashboard calendar, there is a “Subscribe to Calendar” button in the bottom right hand corner of calendar



Click on “Copy Subscription URL” to get the URL copied to your clipboard.



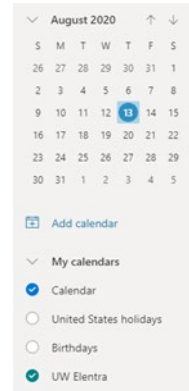
## SUBSCRIBING TO UW OUTLOOK 365:

Enter the web-based Outlook site at: <https://outlook.office.com/uw.edu>

Go to the calendar section of Outlook by clicking on the calendar icon on the bottom

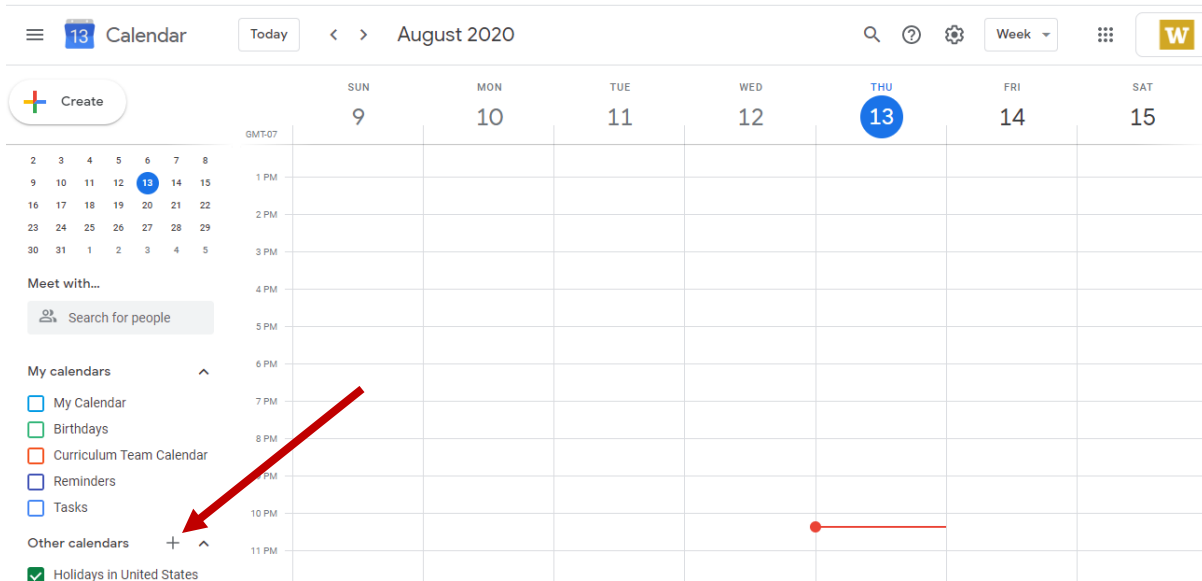
When in Calendar, click on “Add Calendar”

When the Add Calendar window pops up, select the “Subscribe from Web” option. You will copy the Elentra subscription URL into the in the text box. When that is completed, there will be additional options available to customize your subscribed calendar as you would like. When you have complete the preferences, click on Import to subscribe your Elentra calendar.

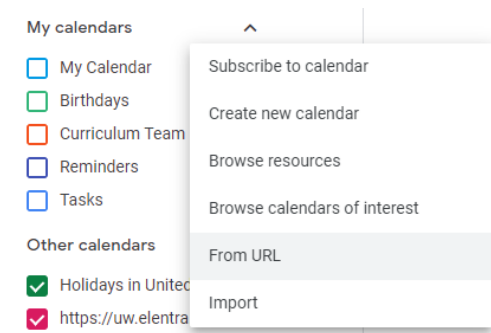
A screenshot of the 'Add calendar' dialog box in Outlook. The 'Subscribe from web' option is selected in the left sidebar. The main area shows a text box with the URL 'https://uw.elentra.cloud/calendars/private-d844c65ced7af4b...'. Below the URL, the text 'UW Elentra' is displayed. There are color selection options (a row of colored circles) and a 'Charm' section with various icons. At the bottom, there is an 'Add to' dropdown menu set to 'My calendars' and two buttons: 'Import' and 'Discard'.

Elentra events should appear on your calendar shortly. Please email [somcms@uw.edu](mailto:somcms@uw.edu) if you run into any issues.

## SUBSCRIBING TO YOUR GOOGLE CALENDAR, ENTER YOUR GOOGLE CALENDAR



Next to Other Calendars, there is a + sign for you to add your Elentra subscription URL. Select the “From URL” option, paste the Elentra calendar URL and click “Add URL”.



(If you subscribe with Google Calendar and want it to appear in the Calendar app on an iOS device, you must first use Google's [SyncSelect tool \(Links to an external site.\)](#))

**PLEASE NOTE:** When using the subscription links to use on a third party calendar program, the events make take some time refresh the calendar program and may not show immediately. Please give the subscription events a few hours to upload into your subscribed calendar if necessary. This method is great if you would like to see the Elentra events alongside your personal events. However, since this method utilizes a third party calendar platform to subscribe your Elentra Calendars, last minute updates to learning events may not appear immediately in subscribed calendars. It is always best to log into Elentra directly to check for the most up to date scheduling information.

## ACCESSING ELENTRA MOBILE APP FOR YOUR SCHEDULE:

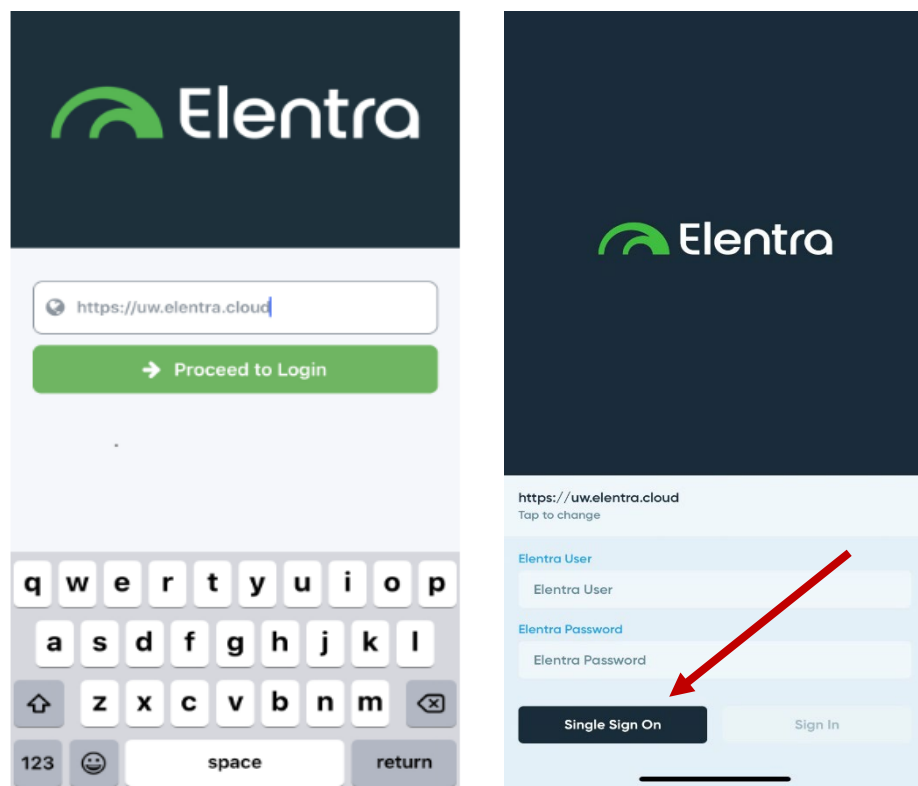
Another method of reaching your Elentra calendar on your personal device is through the Elentra Mobile App. Since the Elentra mobile app feeds the learning events directly from the Elentra Cloud Service, any updates to learning events will be reflected immediately in the Mobile App. The Mobile App is recommended to know the most up to date schedule in Elentra.

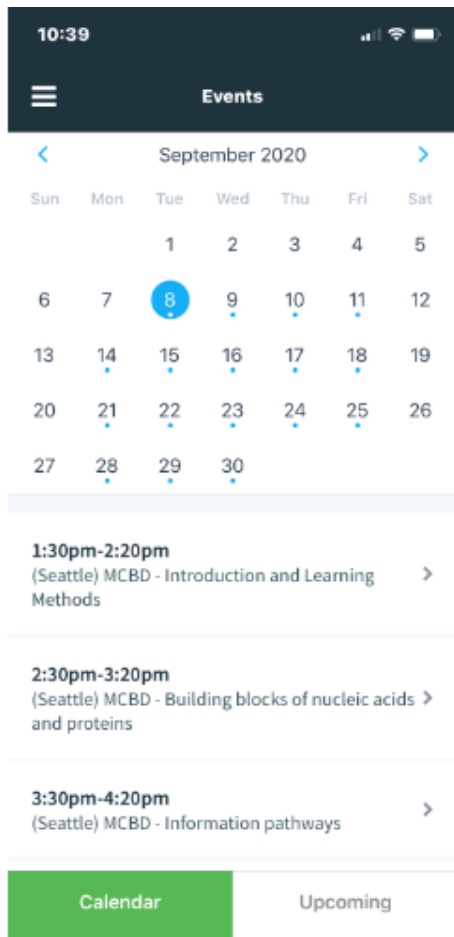
The Elentra Mobile app supports:

- Viewing learning event calendars
- Viewing system notices
- Completion of assessment or evaluation tasks that have already been delivered.

To access to Elentra mobile app:

1. Open the Play Store (Android) or App Store (iOS/Apple) on your device.
2. Search for "Elentra Mobile".
3. Install the Elentra Mobile app, or update to most recent release.
4. Open the Elentra Mobile app on your device.
5. Enter the full URL in the URL field: <https://uw.elentra.cloud>
6. Tap "Proceed to Login". This will re-direct you to your school's chosen login method.
7. Tap "**Single Sign On**" to open the portal and use your UWnetID authentication to log in.





Upon logging in to the app, you will see your learning events calendar and access the schedule here. Click on a given day to view a list of the events that occur that day. A blue dot indicates that there is an event scheduled. Click on the events to view the event details.