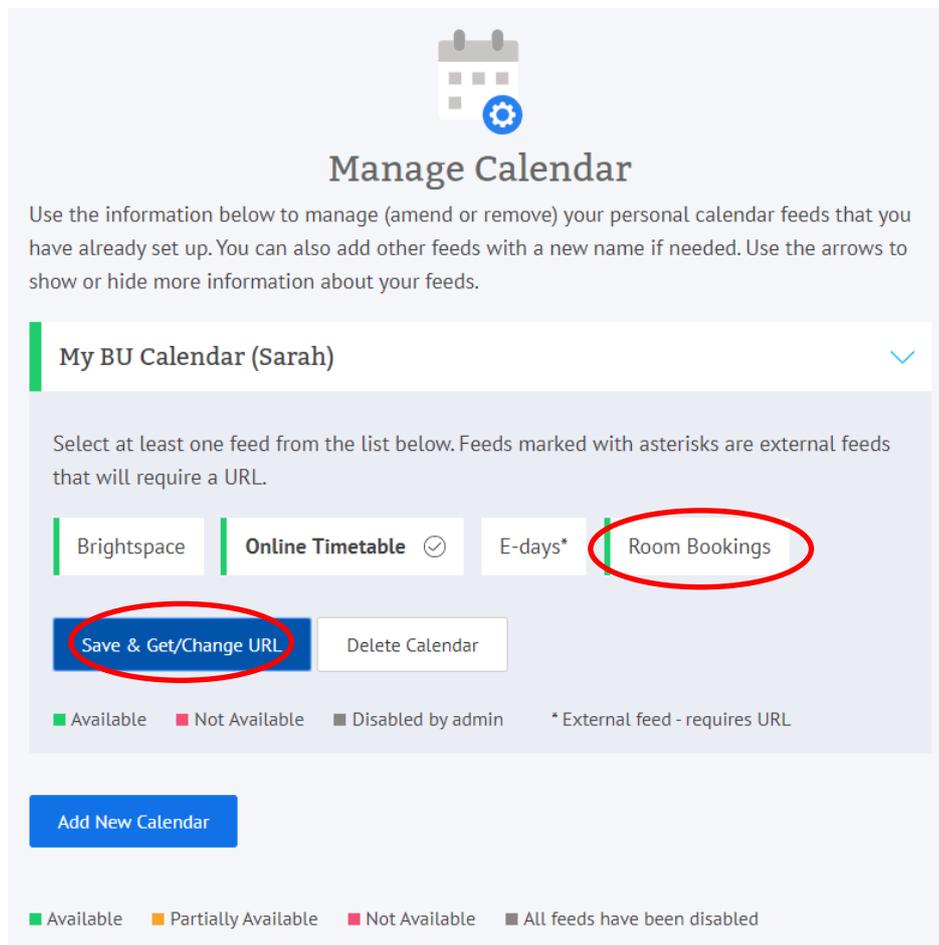## Adding or removing a feed to an existing Calendar

If you want to change, delete or add to the feeds that you have set up, you can do so in the Manage Calendar page.

1. Log in to the Calendar Centre via Brightspace (under Useful Links). This takes you to the Manage Calendar Screen. If you have multiple calendars set up, expand the detail by clicking on **My BU Calendar** ⌄

2. Select any feeds you wish to add by clicking and/or deselecting any feeds you wish to remove. If you make any changes you will see a reminder that there are unsaved changes.

3. To save any changes made, please click on

Then click on Close. You don't need to Change your URL when you add or remove a feed.

Please note that any changes that you have made to your feed (adding or removing feeds) will only take effect the next time your calendar application checks its URL. This can be anything from 20 minutes (for example Microsoft Outlook) to overnight depending on the application.