

## Subscribing to the Calendar

1. On the Calendar, in the upper right corner of the screen, click the Subscribe All button.
2. A Calendar Subscription window will open. Copy the link in the window.
3. Open your personal calendar and copy the link into the appropriate location.
4. To do this in the desktop version of Outlook,
  - a. From the Home tab, select Open Calendar
  - b. Select From Internet
  - c. Paste the link in the space provided
  - d. Click OK (or Save for the online version)
  - e. If it asks if you want to add the calendar to outlook and subscribe to updates, click Yes.
  - f. The Calendar will show up under "Other Calendars" in your list of calendars in Outlook.
5. To do this from the online version of Outlook, after you login, look for an icon that looks like 9 small boxes in a square on the top navigation bar. Select Calendar. Click Add Calendar. Then follow steps b-f above.
6. For Yahoo,
  - a. Go to the Yahoo Calendar
  - b. At the bottom of the section, press the gear icon that appears next to Others (may have to hover over the word Others to see the gear icon)
  - c. Select Follow Other Calendars
  - d. Paste the url in the iCal Address field and give the calendar any name you want
  - e. Press Continue
7. For Google,
  - a. Go to Google Calendar
  - b. At the bottom of the section, click the dropdown arrow next to Other Calendars
  - c. Select Add by URL
  - d. Paste the url in the URL field
  - e. Click Add Calendar

NOTE: if you make a mistake on the calendar subscription or would like to remove it from your personal calendar, you can just go to your personal calendar, click on the calendar subscription that was added (typically, it is located under "Other Calendars") and right click or select delete or remove from the menu.