

### **Google Calendar:**

1. Open the calendar and next to “Other calendars” on the left side click the “+” button.
2. Click “From URL”

Paste in:

<https://calendar.google.com/calendar/ical/49821a2a2c1b9e9a876b26959186eae98948c0b7cc2072c2512fb8cc35ea2864%40group.calendar.google.com/public/basic.ics>

3. Hit “Add Calendar”

### **Outlook:**

1. Below the calendar grid on the left select “Add calendar” or right click on “My Calendars” and hit “add calendar”
2. Select “Subscribe from web” or “from internet”
3. Paste this URL:  
<https://calendar.google.com/calendar/ical/49821a2a2c1b9e9a876b26959186eae98948c0b7cc2072c2512fb8cc35ea2864%40group.calendar.google.com/public/basic.ics>
4. Select Import or Ok.

### **IPhone or IPad:**

1. On your iPhone or Ipad open your calendar app.
2. At the bottom click “calendars”
3. On bottom left click “Add Subscription Calendar”
5. Paste the URL into the box:  
<https://calendar.google.com/calendar/ical/49821a2a2c1b9e9a876b26959186eae98948c0b7cc2072c2512fb8cc35ea2864%40group.calendar.google.com/public/basic.ics>
6. Click subscribe and set up your personal preferences.