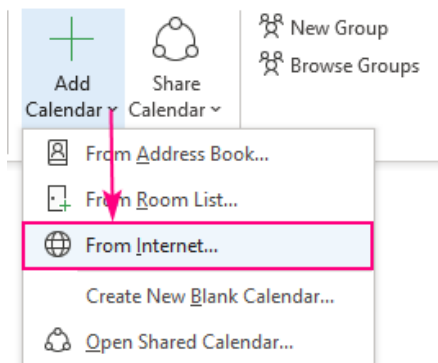


Add an Internet calendar to Outlook

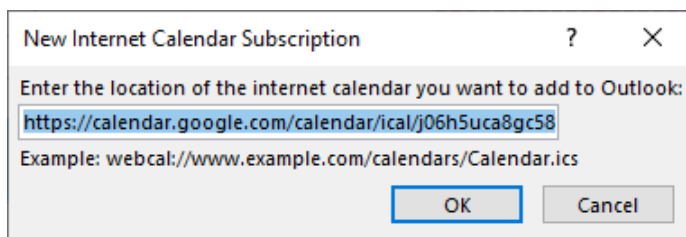
These instructions explain how to open and view shared calendar in Outlook on your **desktop Outlook** app installed locally on your computer.

Using the ICS link that Katia shared, you can subscribe to that public calendar to view it in your Outlook and receive all updates automatically. Here's how:

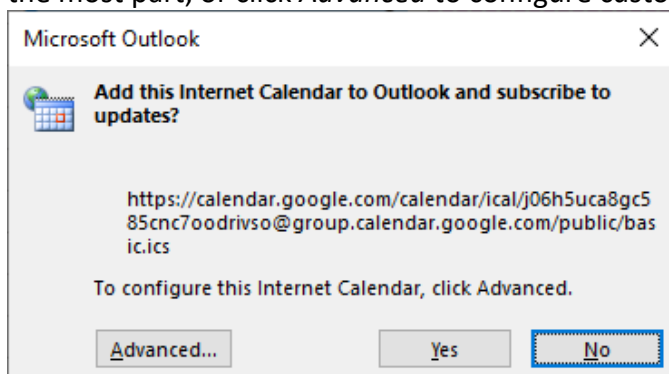
1. Open your Outlook calendar.
2. On the *Home* tab, in the *Manage Calendars* group, and click **Add Calendar > From Internet...**



3. In the *New Internet Calendar Subscription* dialog box, paste the following iCalendar link:
<https://calendar.google.com/calendar/ical/j06h5uca8gc585cnc7oodrivso%40group.calendar.google.com/public/basic.ics>



4. Outlook will ask you to confirm that you want to add this Internet Calendar and subscribe to updates. Click *Yes* to import the calendar with the default settings, which work just fine for the most part, or click *Advanced* to configure custom settings:



In a moment, the Internet calendar will appear under *Other Calendars* in your Outlook:

