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: <u>https://calendar.google.com/calendar/ical/j06h5uca8gc585cnc7oodrivso%40group.calendar.google.com/public/basic.ics</u>

New Internet Calendar Subscription	?	\times	
Enter the location of the internet calendar you want to add to Outlook:			
https://calendar.google.com/calendar/ical/j06h5uca8gc	58		
Example: webcal://www.example.com/calendars/Calendar.ics			
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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:

Micros	soft Outlook X	
•	Add this Internet Calendar to Outlook and subscribe to updates?	
https://calendar.google.com/calendar/ical/j06h5uca8gc5 85cnc7oodrivso@group.calendar.google.com/public/bas ic.ics To configure this Internet Calendar, click Advanced.		
	<u>A</u> dvanced <u>Y</u> es <u>No</u>	

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



> My Calendars