

How to Subscribe to an Online Calendar on Various Platforms

Google Calendar

1. Copy the desired calendar subscription URL.
2. Log in to Google Calendar: <http://calendar.google.com>.
3. Click on the down arrow next to the 'Other calendars' label on the bottom left of the page.
4. Select 'Add by URL' from the menu.
5. Paste the copied calendar address into the 'Add by URL' input in Google Calendar and click 'Add Calendar'

Note: It may take up to 8 hours for Google to sync changes made to your calendar.

Android Devices

The stock Android calendar app requires using Google Calendar. Please follow the directions under 'Google Calendar' before proceeding.

1. Open the app 'Calendar' on your Android device.
2. Tap on the icon that looks like three stacked lines on the top left of the screen.
3. Locate the calendar and tap the box beside it to sync. If you don't see the calendar, try tapping the 'Show more' option. If you don't see your calendar or 'Show more', tap on 'Settings'.
4. After navigating to 'Settings', tap on the calendar you want to sync. If you don't see it tap 'Show more'.
5. Tap on the calendar you want to sync, the settings for that calendar will open.
6. Tap on the 'Sync' option in the top right of the screen.
7. Navigate back to the calendar app main screen, your calendar should now appear.

If the above instructions do not work, try the instructions below:

1. Open the app 'Calendar' on your Android device.
2. Tap on the icon that looks like three stacked squares on the top right of the app.
3. Tap on 'Calendars to display'.
4. Tap on 'Calendars to sync' and wait a few moments for the list to refresh.
5. Tap on the calendar you've added. It should now say 'synced' and be checked off.
6. Tap on 'OK', then navigate back to your calendar. This calendar should now appear here.

Apple Calendar

1. Copy the desired calendar subscription URL.
2. Open your Apple Calendar.
3. Click on 'File'.
4. Click 'New Calendar Subscription...'
5. Paste the copied calendar address into 'Calendar URL' field and click 'Subscribe'.
6. In the calendar info sheet, choose a name for your calendar and set the 'Auto-refresh' value to 'Every day'.

Note: You can alternatively add your calendar to the iCloud and automatically sync it across multiple devices and tools. [Click here](#) for more information.

iOS Devices (iPhone, iPad)

1. Copy the desired calendar subscription URL.
2. Tap on the 'Settings' icon from the iPhone's home screen.
3. Tap on 'Mail, Contacts, Calendars' from the list of device settings.
4. Tap the 'Add Account' button and select 'Other' in the list of account types.
5. Choose the 'Add Subscribed Calendar' option at the bottom of the screen.
6. Tap on the 'Server' field in 'Add Subscribed Calendar' and click 'Paste'. Then, tap the 'Next' button.
7. Enter a custom description for the ICS calendar and tap 'Save' to finish adding it to your iPhone.
8. If an SSL error is reported, try performing a hard reset by pressing and holding the power and home buttons.

Note: You can alternatively add your calendar to the iCloud and automatically sync it across multiple devices and tools. [Click here](#) for more information.

Microsoft Outlook (2007)

1. Copy the desired calendar subscription URL.
2. In Outlook 2007, click on the 'Tools' menu and select 'Account Settings...'
3. In the 'Account Settings' window, click on the 'Internet Calendars' tab.
4. Click 'New...'
5. Paste the copied calendar address into the 'New Internet Calendar Subscription' window and click 'Add'.
6. You'll now see a 'Subscription Options' window. Click 'OK'.
7. Click 'Close' in the 'Account Settings' window.
8. You should now be able to see this calendar in Outlook's sidebar panel under 'Other Calendars'.

Warning: You may see sync errors when syncing to Outlook that reference "floating time." You can safely ignore these errors - your calendar data will still sync correctly, despite the errors.

Microsoft Outlook (2010)

1. Copy the desired calendar subscription URL.
2. In Outlook 2010, click on the 'Home' tab.
3. Click 'Open Calendar...'
4. Click 'From Internet...'
5. Paste the copied calendar address into the 'New Internet Calendar Subscription' window and click 'OK'.
6. You'll now see a 'Subscription Options' window. Click 'OK'.
7. Click 'Yes' when asked 'Add this Internet Calendar to Outlook and subscribe to updates?'
8. You should now be able to see this calendar in Outlook's sidebar panel under 'Other Calendars'.

Warning: You may see sync errors when syncing to Outlook that reference "floating time." You can safely ignore these errors - your calendar data will still sync correctly, despite the errors.

Microsoft Outlook (2013)

1. Copy the desired calendar subscription URL.
2. In Outlook 2013, click on the 'File' tab.
3. Click 'Account Settings' in the Info section and select 'Account Settings...' from the dropdown.
4. Click the 'Internet Calendars' tab.
5. Click 'New...'
6. Paste the copied calendar address into the 'New Internet Calendar Subscription' window and click 'Add'.
7. You'll now see a 'Subscription Options' window. Click 'OK'.
8. Click 'Close' in the 'Account Settings' window.
9. You should now be able to see this calendar in Outlook's sidebar panel under 'Other Calendars'.

Warning: You may see sync errors when syncing to Outlook that reference "floating time." You can safely ignore these errors - your calendar data will still sync correctly, despite the errors.