

How to subscribe to the ACBR Google Calendar

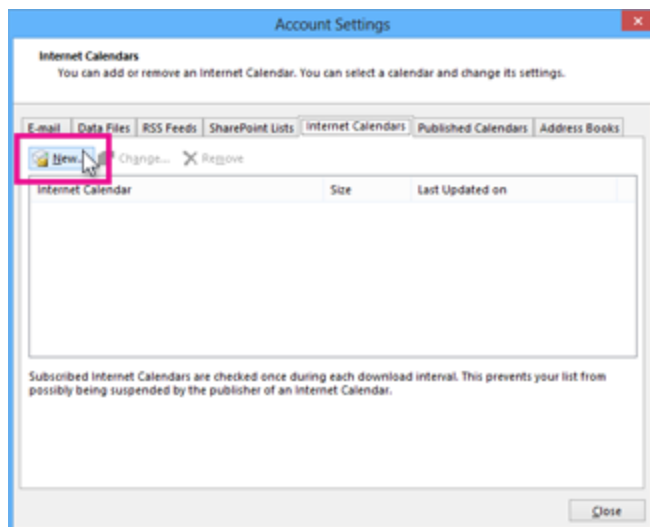
In Google Calendar:

1. Open Google Calendar.
2. Next to "Other calendars" on the left, click the Down arrow .
3. Select Add by URL.
4. Enter the calendar's address in the field provided. The address needs to be this iCal link:
https://calendar.google.com/calendar/ical/amas.pro_lrpm552a1lekpm783onnt424c4%40group.calendar.google.com/public/basic.ics
5. Click Add Calendar.

In Outlook:

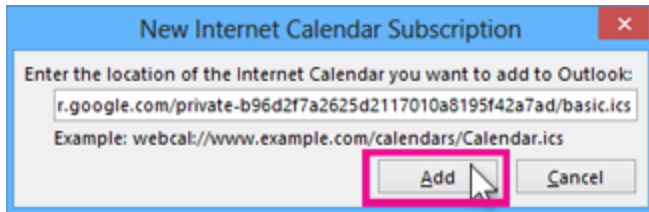
An Internet Calendar (iCal) Subscription keeps your Outlook copy of your Google Calendar up-to-date.

1. In Outlook, click File > Account Settings > Account Settings.
2. On the Internet Calendars tab, click New.

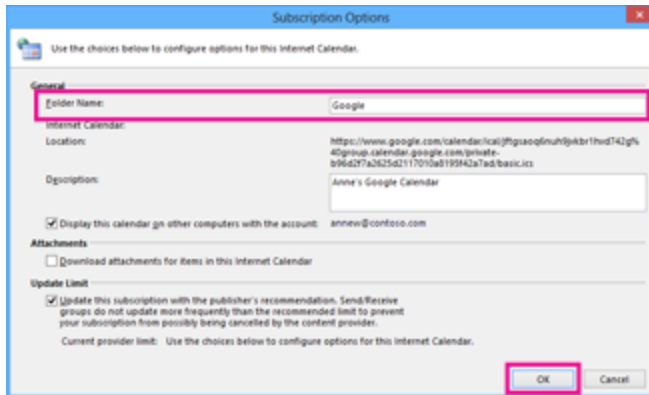


3. Paste the ARA Calendar address, by pressing CTRL+V, and click Add.

https://calendar.google.com/calendar/ical/amas.pro_lrpm552a1lekpm783onnt424c4%40group.calendar.google.com/public/basic.ics



4. In the Folder Name box, type the name of the calendar as you want it to appear in Outlook, and then click OK.



When you start Outlook, it checks Google Calendar for updates and downloads any changes. If you keep Outlook open, it also periodically checks for and downloads updates. (Google Calendar tells Outlook how often to check for updates.)