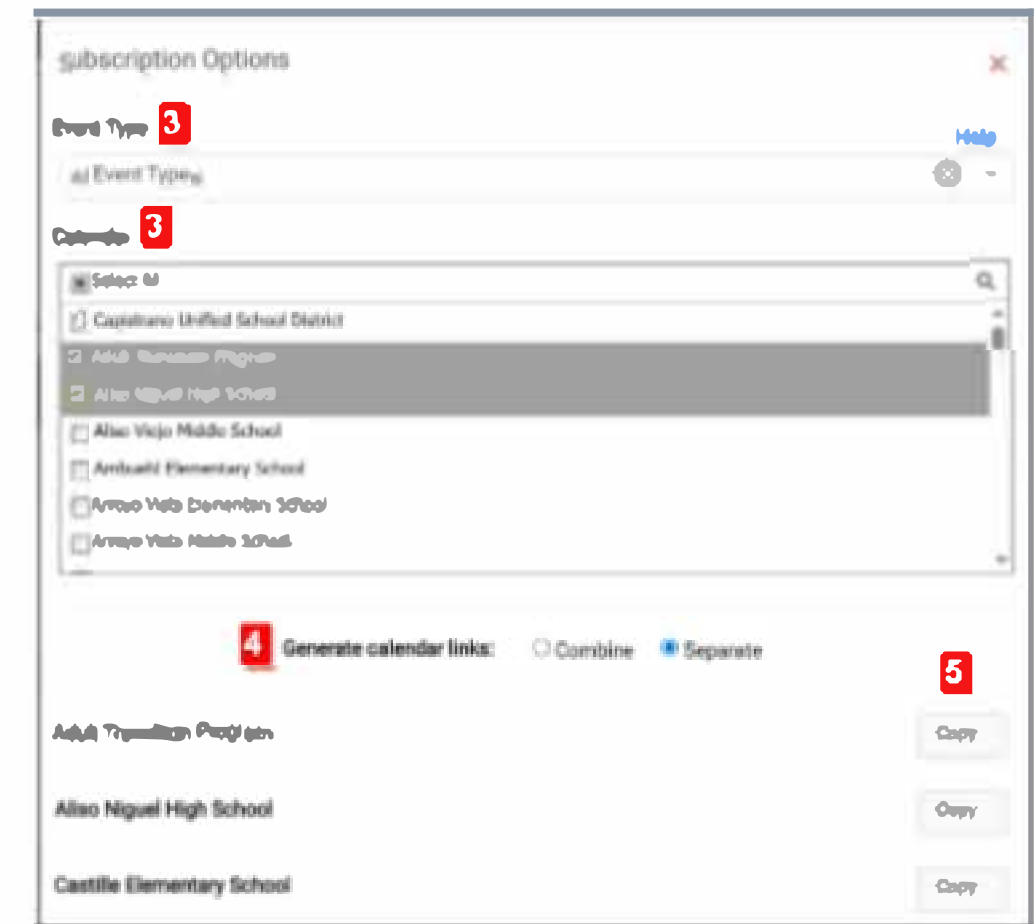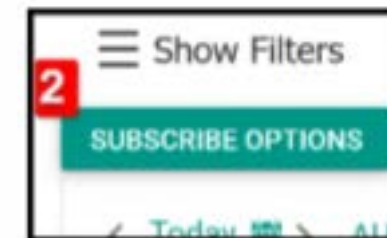# ADD SCHOOL CALENDAR(S) TO YOUR PERSONAL CALENDAR

1. Go to the School Calendar.

2. Click "**Subscribe Options**" button.

3. A screen will pop up where you can choose:

   - **Event type** — defaults to "**All**".
   - **Calendars** — schools already in your calendar will be checked.

4. Under **Generate calendar links:**

   - **Separate (default)** → creates individual URLs, one for each school.
   - **Combine** → creates one URL for all the schools you checked.

5. Click the "**Copy**" button.

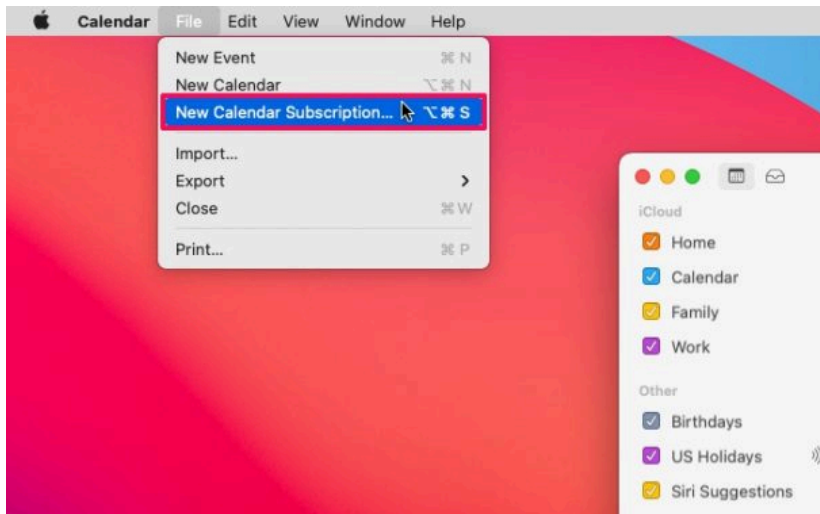**You now have the URL needed to add to your personal calendar.**

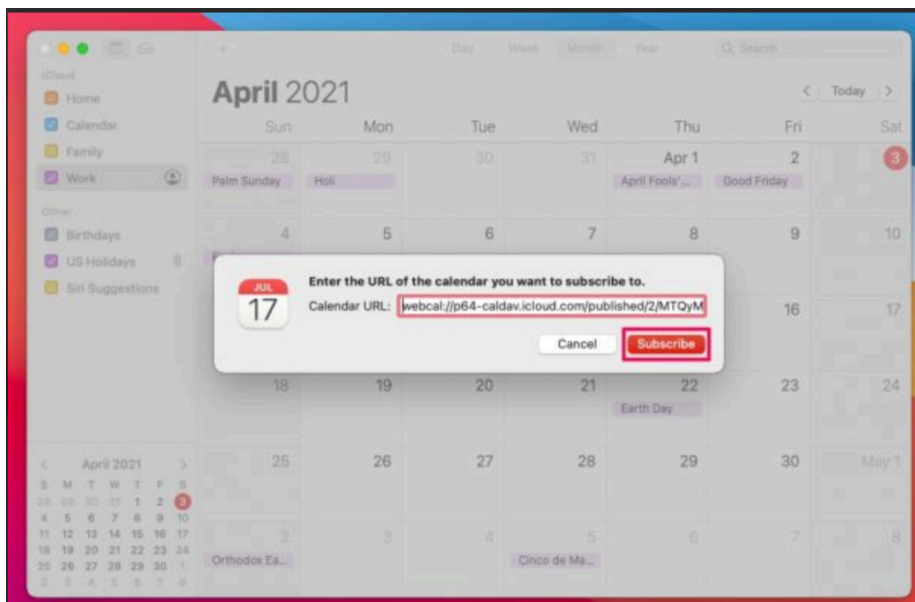# How to Add School Calendar to Apple Calendar

macOS (Calendar app)   iPhone and iPad (iOS / iPadOS)

Open **Calendar**

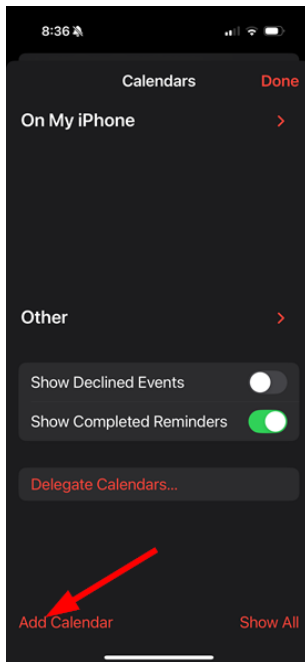1. Go to **File → New Calendar Subscription.**

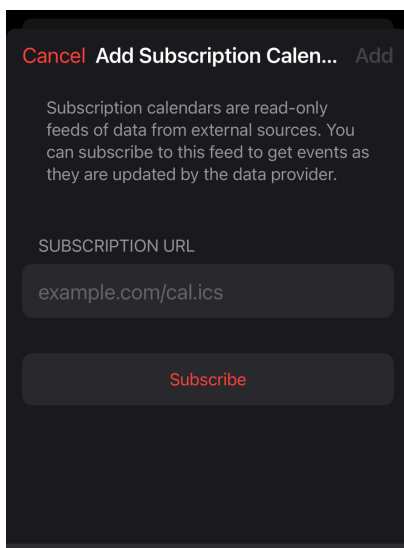
2. Paste the ICS/iCal URL → **Subscribe**.

3. In the dialog, set a **Name**, **Location** (iCloud if you want it on all Apple devices), and **Auto-refresh** interval.
   Click **OK**.

iPhone and iPad (iOS / iPadOS)

1. Open **Settings** → **Calendar** → **Accounts**.

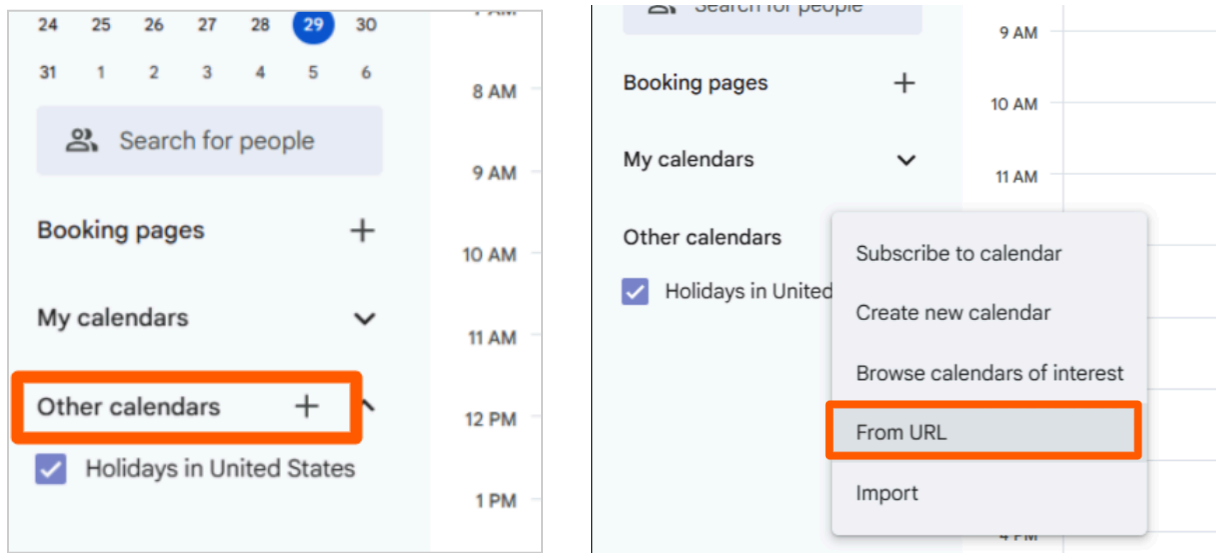2. Tap **Add Account** → **Other** → **Add Subscribed Calendar**.
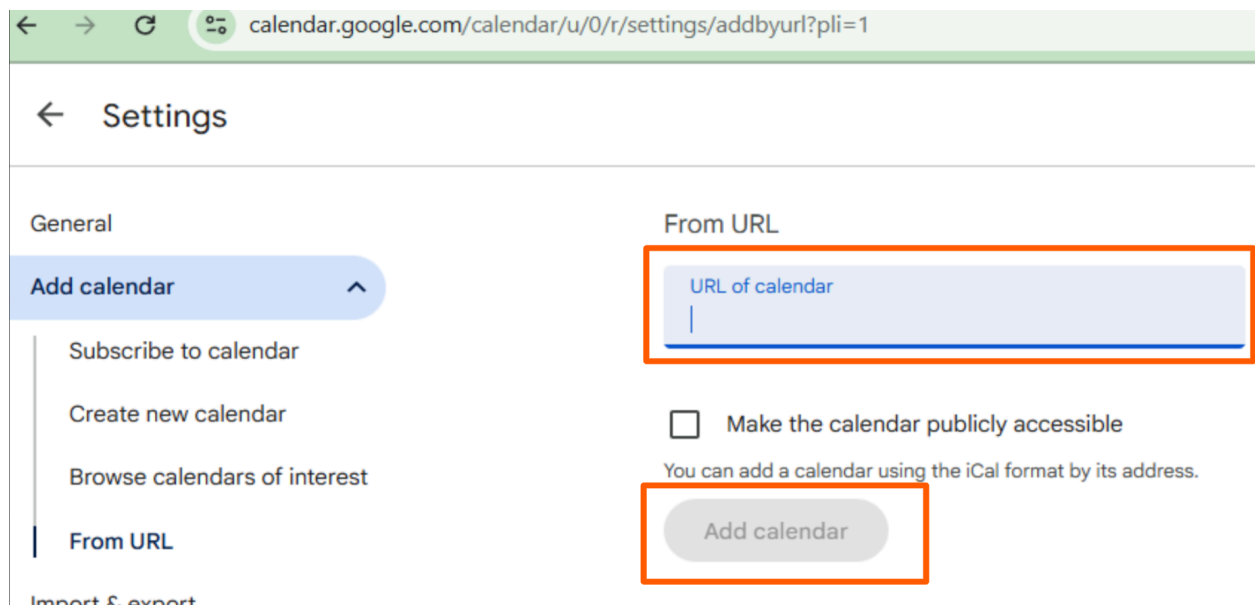

3. Paste the **Server** (ICS/iCal URL) → **Next**.

4. Adjust settings if needed → **Save**.

How to Add School Calendar to Google Calendar

1. Open Google Calendar.
2. On the left, find "**Other calendars**".
3. Click the **+ (plus sign)** next to it.
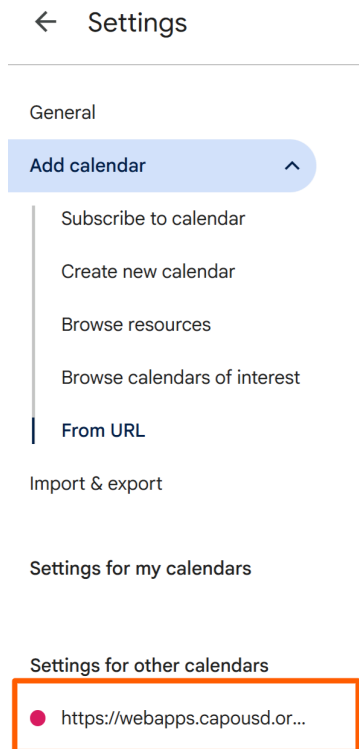4. Choose "**From URL**".

5. Paste the district calendar's URL (it usually ends in .ics).
6. Click **"Add calendar"**.

7. After you click "**Add calendar**", Google will automatically take you to that calendar's Settings page.

8. Click the newly added calendar under "**Other calendars**"

   Here you can:

   - **Rename the calendar** under **Name**.

   - **Change its color** for easy visibility.

   - **Set notifications** if you want reminders.

Do not use *Import* — that only copies events once and won't update automatically.

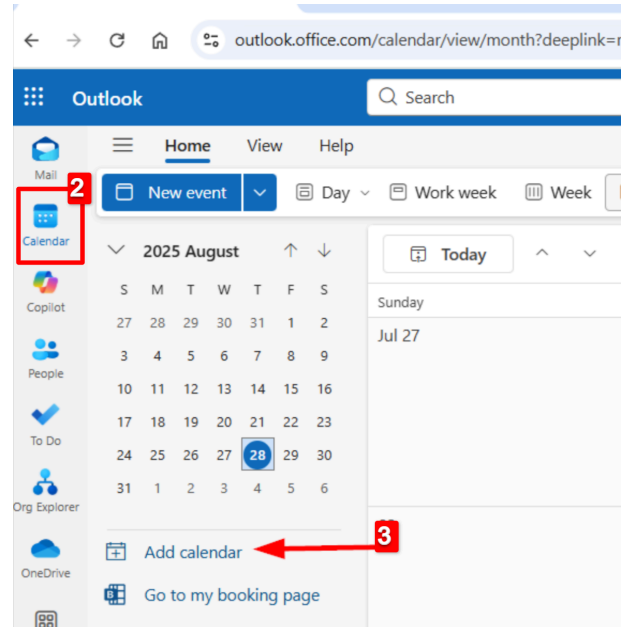Always use *From URL* so the calendar stays synced.

More instructions are available in Google Calendar Help.

How to Add School Calendar to Microsoft Outlook

Outlook.com / Microsoft 365 web

For additional support and information, visit Outlook.com

1. Go to Outlook.com. and sign in.

2. In the left sidebar, click the "**Calendar**" icon.

3. Click "**Add calendar**" (usually left pane or top toolbar).

4. Select "**Subscribe from web**".

5. Paste the copied URL. Name your calendar and choose a color/icon.

6. Click "**Import**" or "**Save**".