# Subscribe to a Calendar in Windows Outlook
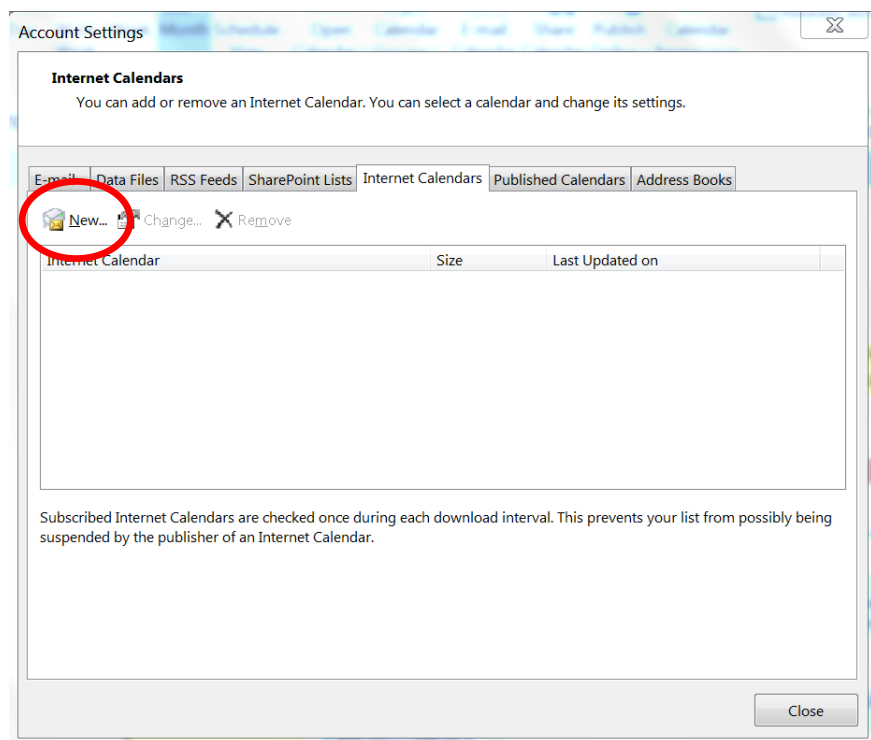
Step 1: In Outlook, click *File > Account Settings > Account Settings*

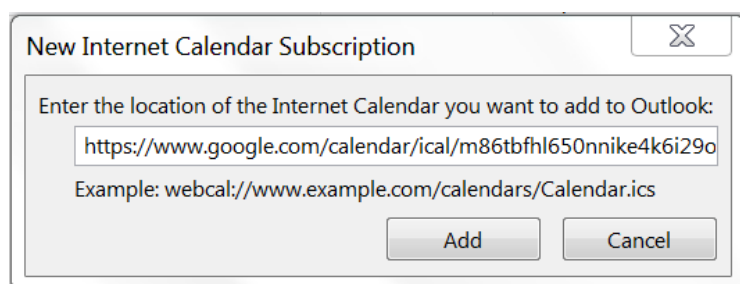Step 2: On the *Internet Calendars* tab, click *New*.


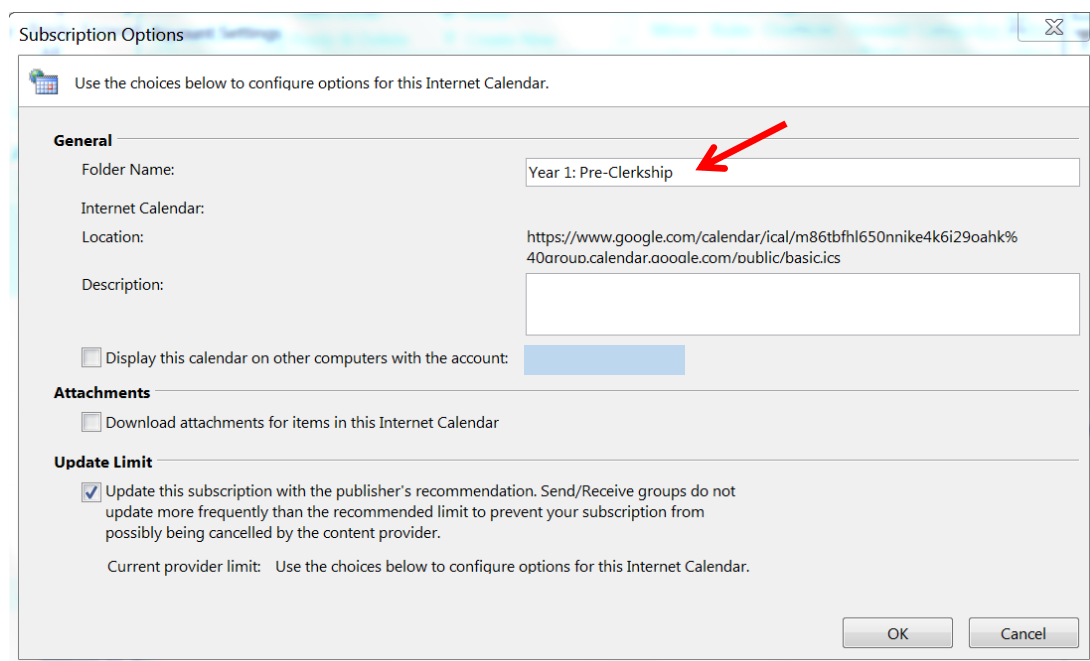
Step 3: Copy the link address of the calendar that you wish to subscribe.

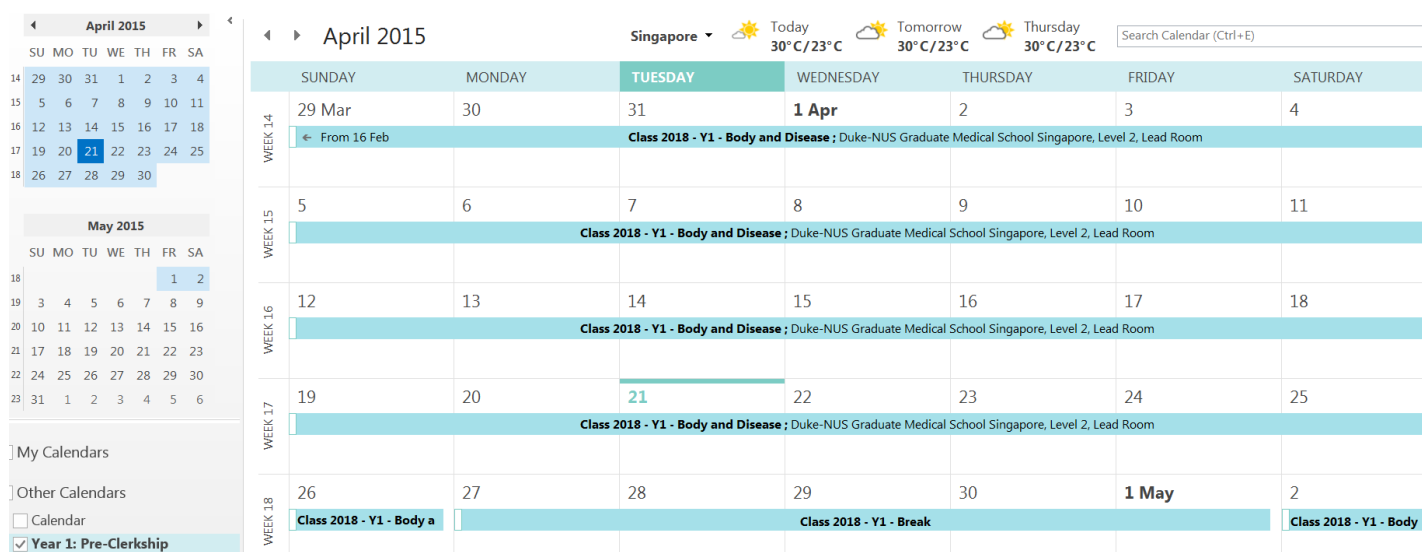| Calendar | Calendar Link | Updated as of |
|---|---|---|
| Year 1: Pre-Clerkship | https://www.google.com/calendar/ical/m86tbfhl650nnike4k6i29oahk%40group.calendar.google.com/public/basic.ics | Apr 22, 2015 |
| Year 2: Clerkship | https://www.google.com/calendar/ical/6gp5vr3cus21u6q9vrd1g13np8%40group.calendar.google.com/public/basic.ics | Apr 22, 2015 |
| Year 3: Advanced Clinical & Research | https://www.google.com/calendar/ical/3jlfpf5kbic5lqr64kkjdpv6bc%40group.calendar.google.com/public/basic.ics | Apr 22, 2015 |
| Year 4: Advanced Clinical | https://www.google.com/calendar/ical/a3nnkriharjfgoj1471hvu3oo4%40group.calendar.google.com/public/basic.ics | Apr 22, 2015 |
| Year 4: Clinical (Former Curriculum) | https://www.google.com/calendar/ical/n9ccf6mjo2mo0ub2qj23g0j27s%40group.calendar.google.com/public/basic.ics | Apr 22, 2015 |
| Events | https://www.google.com/calendar/ical/6vchgkb9fq65lr2c0n83e89mnk%40group.calendar.google.com/public/basic.ics | Apr 22, 2015 |

Paste the address in the dialogue box as shown below.

**New Internet Calendar Subscription**

Enter the location of the Internet Calendar you want to add to Outlook:

https://www.google.com/calendar/ical/m86tbfhl650nnike4k6i29o

Example: webcal://www.example.com/calendars/Calendar.ics

[ Add ] [ Cancel ]

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

**Subscription Options**

Use the choices below to configure options for this Internet Calendar.

**General**

Folder Name:   Year 1: Pre-Clerkship

Internet Calendar:

Location:   https://www.google.com/calendar/ical/m86tbfhl650nnike4k6i29oahk%40group.calendar.google.com/public/basic.ics

Description:

☐ Display this calendar on other computers with the account:

**Attachments**

☐ Download attachments for items in this Internet Calendar

**Update Limit**

☑ Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.

Current provider limit:   Use the choices below to configure options for this Internet Calendar.

[ OK ] [ Cancel ]

You will see the calendar events populate within the Outlook calendar window.



**NOTE:**

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).