

## Subscribing to the Education and Learning Calendar

### Subscribe using google calendar

There are two ways to subscribe:

**Method 1:** While signed into google, click the plus button in the bottom-right of the calendar. You will then be taken to your calendar to ask if you wish to subscribe. Click 'Yes, add this calendar', and the calendar will be added in your 'Other calendars' section.

**Method 2:** Within google calendar, go to 'Other calendars' in the left hand menu. In the box which says 'Add a friend's calendar' type the email address [educationandlearningcalendar@warwickshire.gov.uk](mailto:educationandlearningcalendar@warwickshire.gov.uk). Hit enter, and you will now be subscribed to the calendar.

### Subscribe using Microsoft Outlook (installed on PC)

1. In Outlook, click **File > Account Settings > Account Settings**.
2. On the **Internet Calendars** tab, click **New**.
3. Copy and paste the following address: <https://calendar.google.com/calendar/ical/educationandlearningcalendar%40warwickshire.gov.uk/public/basic.ics> (you must copy and paste, clicking this link will not work)
4. In the **Folder Name** box, type the name of the calendar as you want it to appear in Outlook, and then click **OK**.

### Subscribe using Microsoft Outlook (accessed through web browser)

1. On the Outlook navigation bar, click the App Launcher  , and then click **Calendar**.
2. Under the **Outlook Calendar** navigation bar, click the **New** down arrow, and click **Add calendar**.
3. Click **From internet**, and in the **Link to the calendar** box, type or copy and paste the following address: <https://calendar.google.com/calendar/ical/educationandlearningcalendar%40warwickshire.gov.uk/public/basic.ics> (you must copy and paste, clicking this link will not work)
4. In the **Calendar name** box, enter a name for the linked calendar.
5. Click **Save**.