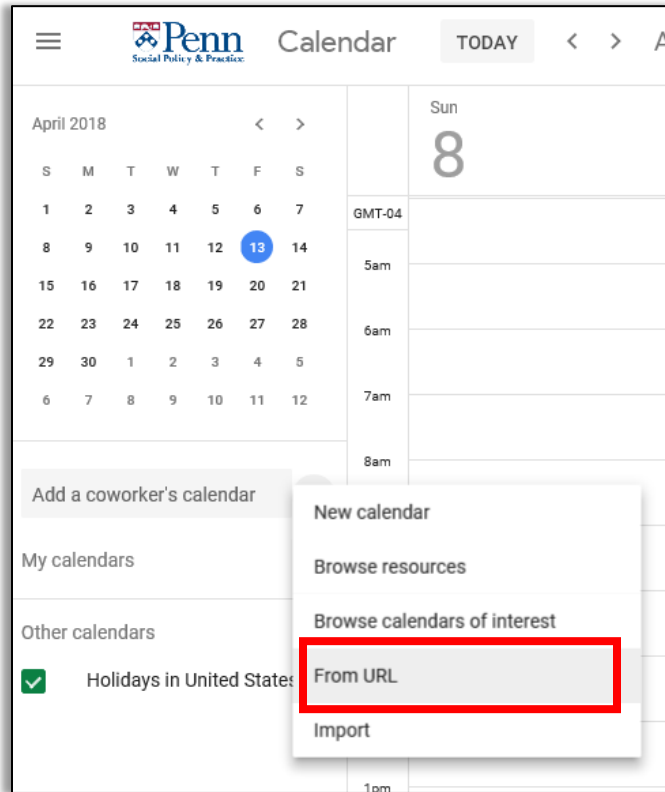


Subscribe to the SP2 Calendar

Subscribe using Google Calendar:

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1. Sign into your Gmail calendar at <https://calendar.google.com>
2. Click the “+” sign next to “Other calendars” and choose “FROM URL”.



3. **Paste** in the address below and then click **ADD CALENDAR**.
<https://www.sp2.upenn.edu/calendar-subscription-ical/>

From URL

<https://www.sp2.upenn.edu/calendar-subscription-ical/>

Make the calendar publicly accessible

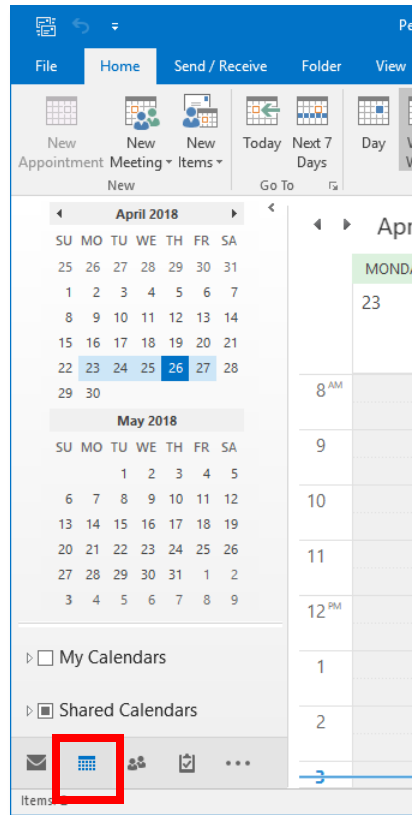
You can add a calendar using the iCal format by its address.

ADD CALENDAR

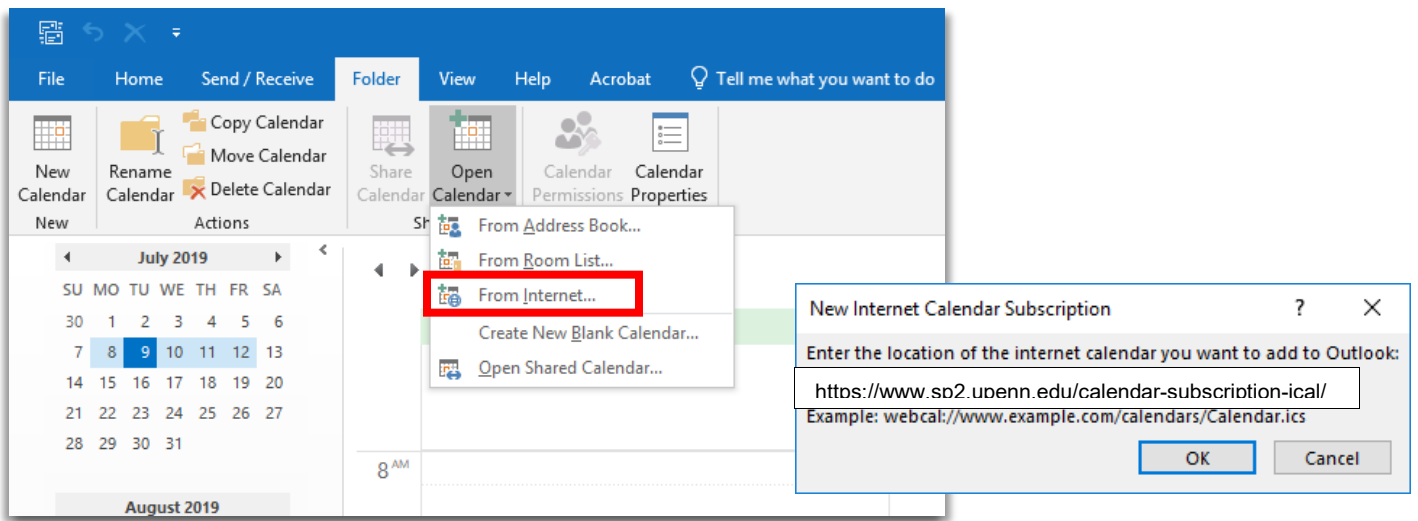
Subscribe using Outlook 2016 for Windows:



1. From your Outlook desktop, select the **Calendar** icon at the bottom of the left pane. The Calendar panel opens.

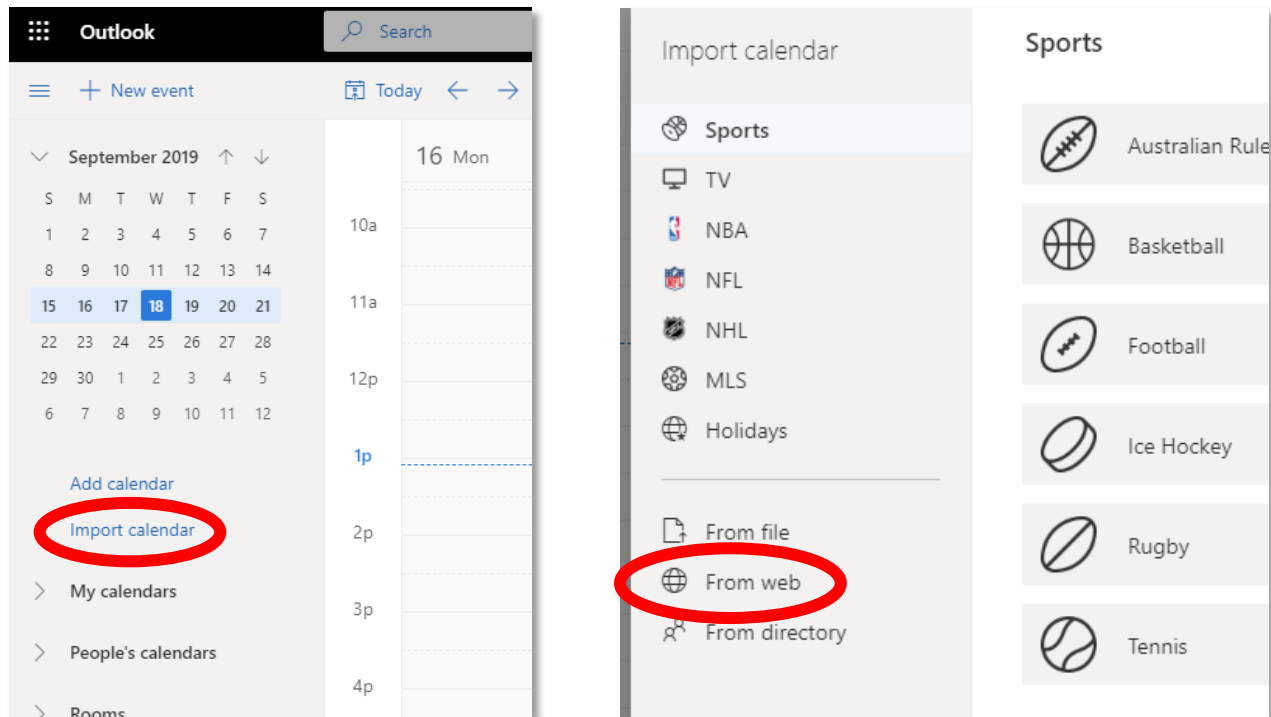


2. From the top menu, select **Folder > Open Calendar > From Internet** and paste in the address:
<https://www.sp2.upenn.edu/calendar-subscription-ical/>





Subscribe using Outlook on the Web:

1. Login to office.com, click Outlook, then click the Calendars icon (lower left).
2. Click IMPORT CALENDAR and then click FROM WEB.
3. Paste the link <https://www.sp2.upenn.edu/calendar-subscription-ical/> in the “Link to the calendar” field and give the calendar a name (e.g. SP2), click **Import**.



Subscribe using Yahoo:

1. In Yahoo Mail, click the **Calendar icon** .
2. On the left, mouse over "Others" | click the Gear icon, **Manage Followed Calendars** .
3. Choose **Follow Other Calendars** and name it **SP2 Academic Calendar**.
4. In the **iCal Address** field, **Copy/Paste** in:
<https://www.sp2.upenn.edu/calendar-subscription-ical/>
5. Select a color for the calendar.
6. Click **Save** or **Continue**.