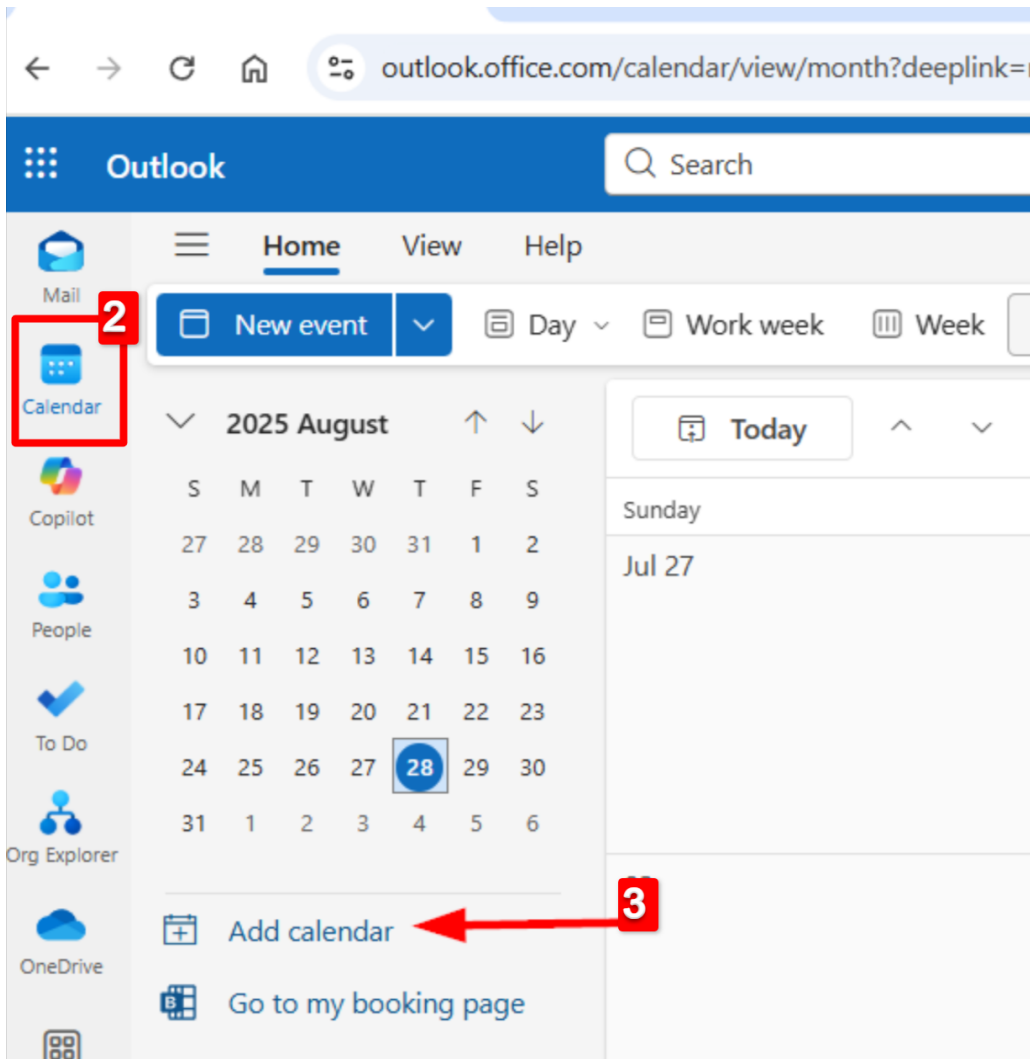


How to Add School Calendar to Microsoft Outlook

Outlook.com / Microsoft 365 web

For additional support and information, visit [Outlook.com](https://outlook.office.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**”.

Add calendar

💡 Recommended

@ Add personal calendars

📅 Edit my calendars

📅 Create blank calendar

👤 Add from directory

🌐 **Subscribe from web**

📁 Upload from file

🌐 Holidays

🎂 Birthdays



Looking for additional calendars?

[Yes](#) [No](#)

Subscribe from web

Paste the url for the calendar you would like to subscribe to below. Any

5

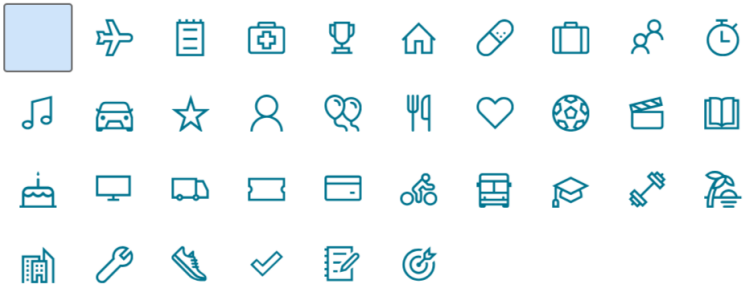
<https://webapps.capousd.org/CUSDCalendar/CalendarFeed...>

Test School

Color



Charm



Add to

Other calendars ()

6

Import

Discard