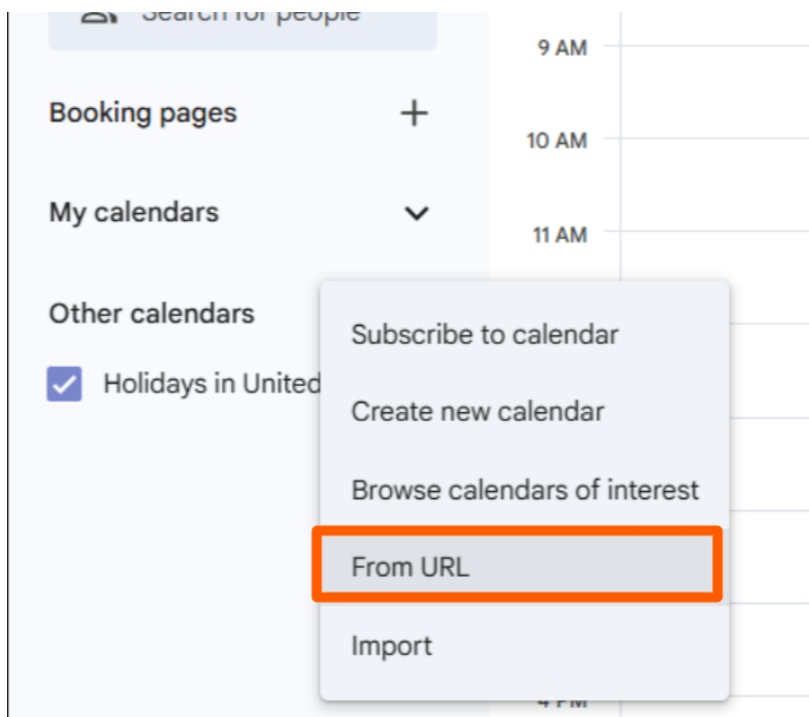
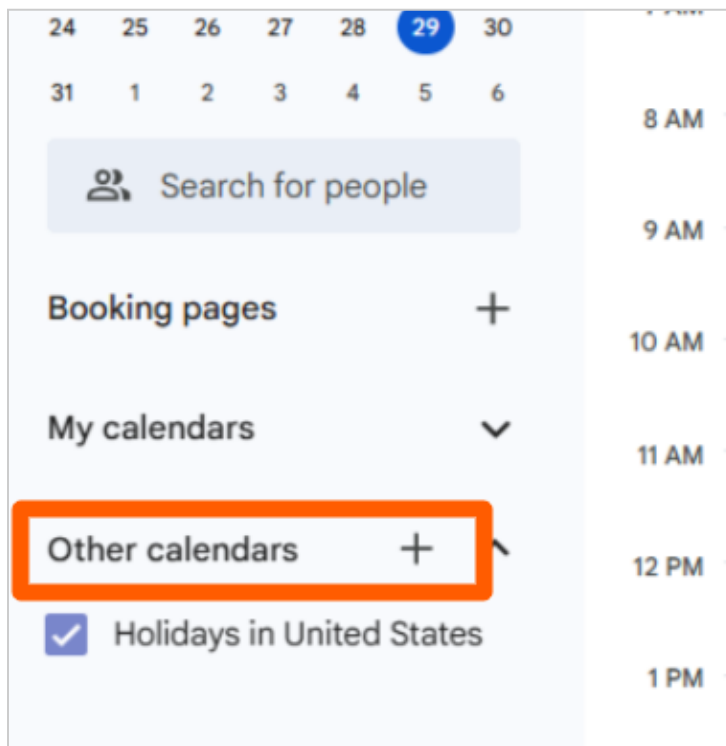
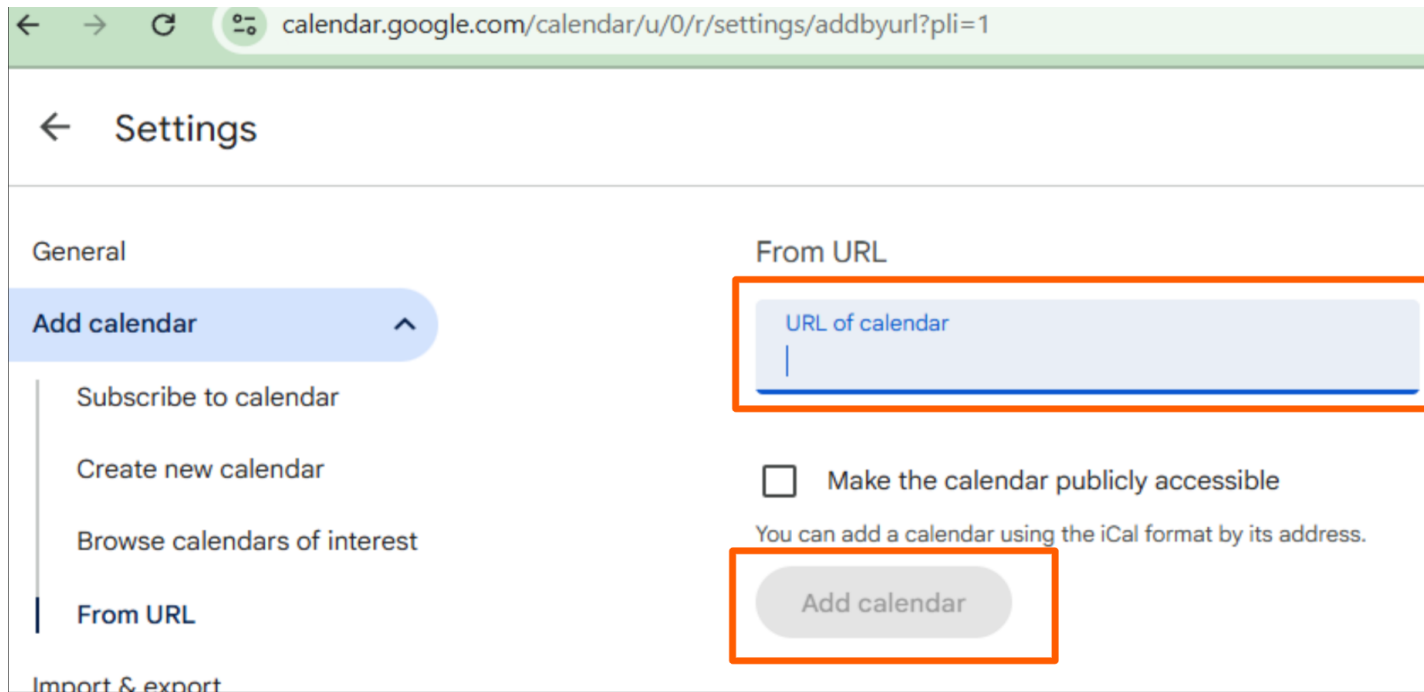


How to Add School Calendar to Google Calendar

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.

← Settings

General

Add calendar ^

Subscribe to calendar

Create new calendar

Browse resources

Browse calendars of interest

From URL

Import & export

Settings for my calendars

Settings for other calendars

● <https://webapps.capousd.or...>

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.](#)