![Veoci logo]

Instructions for Subscribing to a Veoci Events Calendar to your Apple, Google, or Outlook Calendar

To better keep you informed regarding Veoci events that may interest you (e.g., Enhancement Showcases/Office Hours) add this interactive calendar with dates and times to your personal schedule.

Depending on the email program you use, please review and apply the instructions on the following pages to subscribe the Veoci Events Calendar to your calendar.

Here are the URLs to the Veoci Events calendar that you will use to subscribe to the Veoci Events calendar:

Basic URL (Google, etc.)
https://calendar.google.com/calendar/ical/c_d2037b5ad57200c1f883e3b4142bd8d0446375df7e02e7907ca49108db6eb48d%40group.calendar.google.com/public/basic.ics

iCal format URL
https://calendar.google.com/calendar/ical/c_d2037b5ad57200c1f883e3b4142bd8d0446375df7e02e7907ca49108db6eb48d%40group.calendar.google.com/public/basic.ics

For Apple Calendars:

Apple

[Shared Google to Apple](link)

To subscribe to a calendar from a link on the internet or an email you received, click the link. If you do this, you can skip step 1, and the calendar's web address is filled out for you in step 2.

1. In the Calendar app ![JUL 17] on your Mac, choose File > New Calendar Subscription.
2. Enter the calendar's web address, then click Subscribe.
3. Enter a name for the calendar in the Name field, then click the adjacent pop-up menu and choose a color.
4. Click the Location pop-up menu, then choose an account for the subscription.
   - If you choose your iCloud account, the calendar is available on all your computers and devices that are set up with iCloud.
   - If you choose On My Mac, the calendar is saved on your computer.
5. To get the calendar's event attachments or alerts, deselect the appropriate Remove checkboxes.
6. Click the Auto-refresh pop-up menu, then choose how often to update the calendar.
7. To prevent alerts from appearing for this calendar, select "Ignore alerts."
8. Click OK.
   To make changes later, click the name of the calendar, then choose Edit > Get Info.

Video Tutorial - [Adding Shared Google Calendar to Apple](link)

For Google Calendars:

Google

[Shared Google to Google](#) Step 2

1. Open [Google Calendar](#).
2. On the left, next to "Other calendars," click Add   **From URL.**
3. Enter the [calendar's address](#).
4. Click **Add calendar.** The calendar appears on the left, under "Other calendars."

Recommend turning on Notifications for this calendar.

Tip: It might take up to 12 hours for changes to show in your Google Calendar.

Video Tutorial - [Adding Shared Google Calendar to Google](#)

For Outlook Calendars:

Outlook 2010, 2013 and 2016

[Shared Google Calendar to Outlook](#)

Use a link to add a public calendar

1. Open your Outlook and switch to *Calendar > Manage Calendars* ribbon group.
2. Click the Open Calendar button and choose "From Internet…" from the drop down list.
3. Paste your Google calendar's URL and click *OK*.

Video Tutorial - [Adding Shared Google Calendar to Outlook](#)

Outlook 365

[Shared Google Calendar to Outlook 365](#)

1. Open your Outlook calendar, and on the **Home** tab, select **Add Calendar** > **From Internet**.
2. Paste the URL (ICal link on page 1) from your internet calendar and select **OK**.
3. Outlook asks if you would like to add this calendar and subscribe to updates. Select **Yes**.