

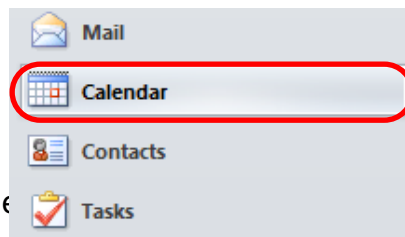
# Subscribing to the Chatsmore School Calendar

## Microsoft Outlook: 2007 - 2013

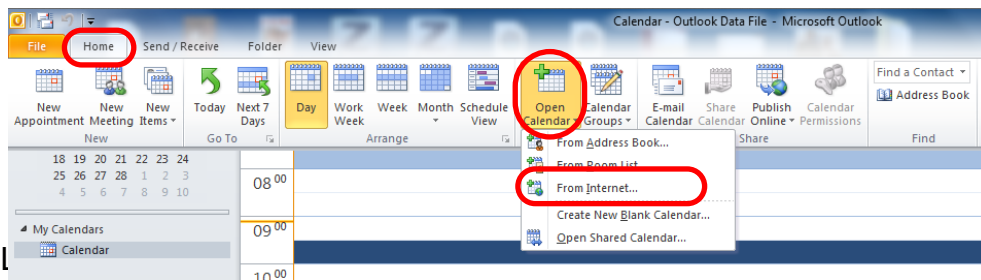
Copy the attached URL.

[http://www.google.com/calendar/ical/chathigh.co.uk\\_0b5h84h9s97q02iefugabuatk0%40group.calendar.google.com/public/basic.ics](http://www.google.com/calendar/ical/chathigh.co.uk_0b5h84h9s97q02iefugabuatk0%40group.calendar.google.com/public/basic.ics)

Open Outlook and click on Calendar in the bottom left pane.

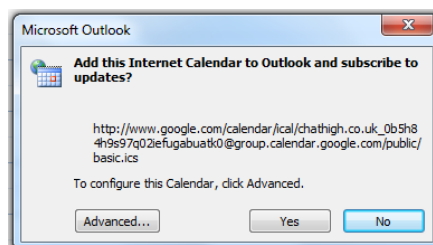
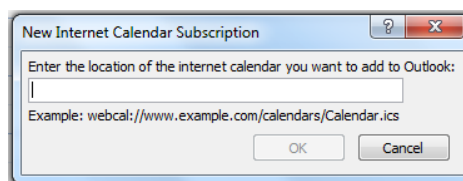


Click on the 'Home' Tab, then select 'Open Calendar' and choose 'from internet'



Paste the URL

Click 'yes'



The calendar should now install into your Outlook and be automatically updated every time an event is added or updated.

To manually check for updates just click 'Send/Receive'.