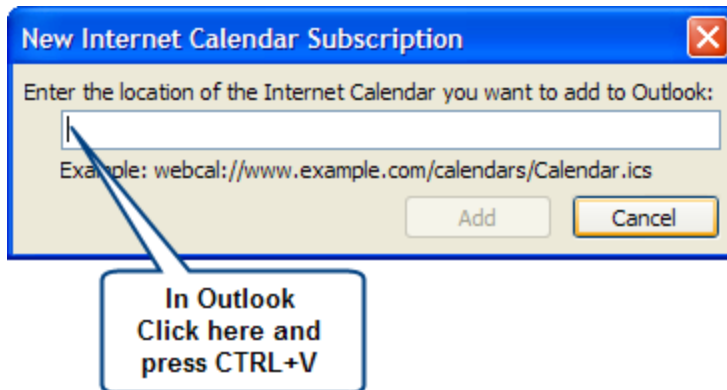


Add Cuyamaca College Calendars to Outlook

You can subscribe to Cuyamaca College Calendars in MS Outlook 2007. An Internet Calendar Subscription keeps your Outlook copy of your Google Calendar updated. Outlook periodically checks the Google Calendar for updates, and if any are found, they are downloaded to the calendar copy in Outlook.

1. Leave this file open on your computer so that you can copy and paste the links below.
2. In Outlook, on the **Tools** menu, click **Account Settings**.
3. On the **Internet Calendars** tab, click **New**.
4. Copy one of the addresses below by highlighting the blue text and pressing CTRL+C.
 - a. **Academic Calendar:**
<http://www.google.com/calendar/ical/s5tdkpr7kufhf9etemdqqudce8%40group.calendar.google.com/public/basic.ics>
 - b. **Campus Events Calendar:**
<http://www.google.com/calendar/ical/qdkes3av2m841rlr90hf2mbmdc%40group.calendar.google.com/public/basic.ics>
 - c. **Athletics Calendar:**
<http://www.google.com/calendar/ical/674p6s0tpg1s1t2bq5bq0ucqco%40group.calendar.google.com/public/basic.ics>
 - d. **Holidays Only Calendar:**
<http://www.google.com/calendar/ical/mcuou7qs3tvpq6gitq58omft7k%40group.calendar.google.com/public/basic.ics>

5. Paste the copied address into this Outlook window by clicking in the box and pressing CTRL+V.



6. Click **Add**.
7. In the **Folder Name** box, type the name of the calendar as you want it to appear in Outlook, and then click **OK**.
8. Repeat steps 3 through 7 for each calendar you want to add.

NOTE Changes made are only made in your Outlook calendar; they do not affect the Google calendar.

Here's a helpful tutorial to help you manage multiple calendars in Outlook:

<http://office.microsoft.com/training/training.aspx?AssetID=RC102063801033&pid=CH102261981033>