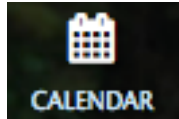


Subscribing to a Calendar!

The calendars for Old Saybrook Public Schools will now be actively updated through our new website, www.oldsaybrookschoools.org.

After visiting the site, you want to click the calendars button in the top right corner:



Once this is selected it will bring you to a page with all the calendars that are available. From here you can select which calendar(s) you want to subscribe to on the right banner:

Customize Your Calendar

– Academic Calendars

Holidays & Breaks

Professional Development

Snowflake Days

– District Calendars

Goodwin School Events

Old Saybrook High School

Old Saybrook Middle School

After selecting the calendars you want to view and hitting Update View, there will be a button at the bottom that allows you to get the link for the calendar. If you want it added to iCal then just select add to default calendar and the link will pop up:

Calendar Feeds

Hover over the RSS/XML and ICAL icons for subscription options.

Calendar Name	XML	ICAL
All Public Calendars on this Page		
Goodwin School Events		
Holidays & Breaks		
Old Saybrook High School		
Old Saybrook Middle School		
Professional Development		
Snowflake Days		
Athletics Teams		

- Get Standard iCal URL
- Get Google iCal URL
- Add to Google Calendar
- Add to Default Calendar App (Outlook 2k7, Apple iCal, etc)

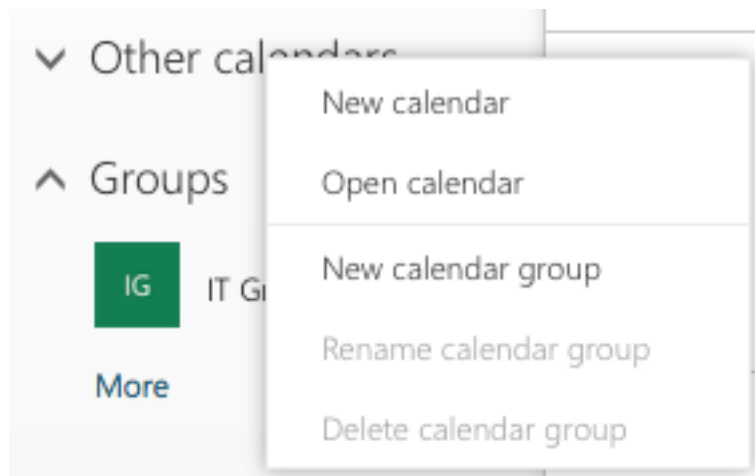
You can also take that same link that will add to iCal by clicking that Add to Default and add that calendar to Office 365 and Outlook.

To do this, copy that same link, in the case of the Old Saybrook Middle School Calendar it would be this:

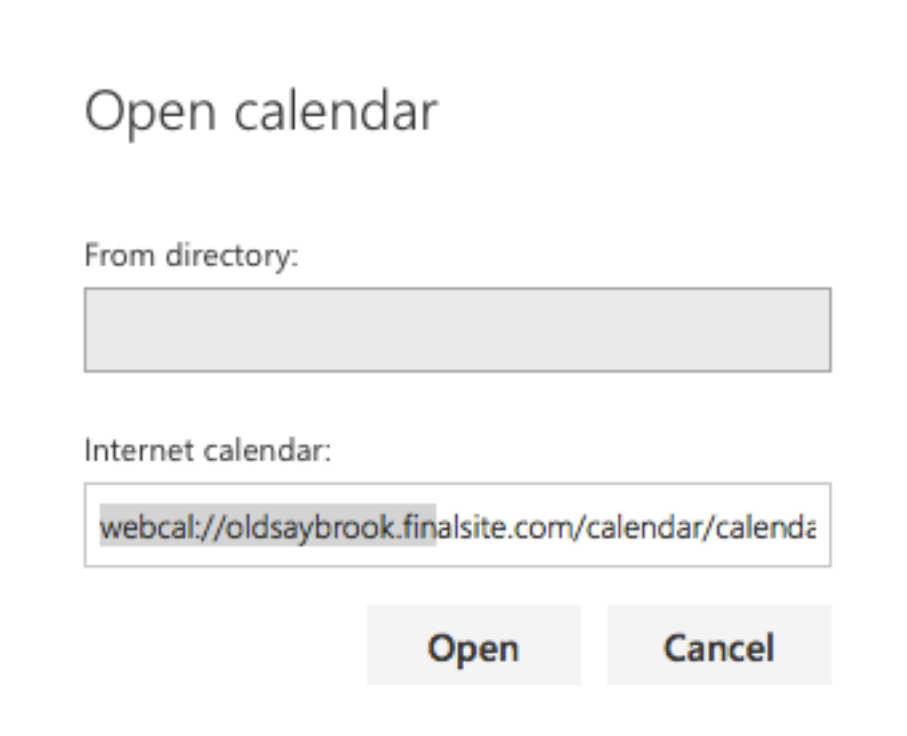
Enter the URL of the calendar you want to subscribe to.

Calendar URL:

Then open Office 365 by logging in at portal.office.com and selecting calendars. Where it says Other calendars, right click or control+left click and select the Open calendar option.



Paste that link in the internet calendar box like this:



After hitting open, the calendar should now show up under your other calendars and will also show up automatically in your Outlook calendar on your desktop machine.

Any questions please contact us!