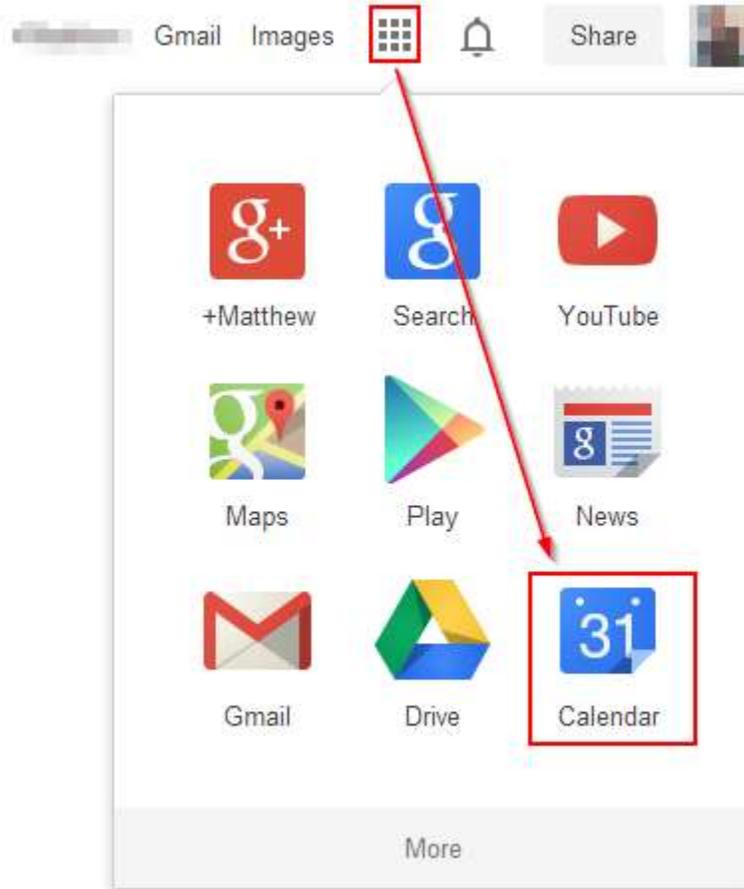
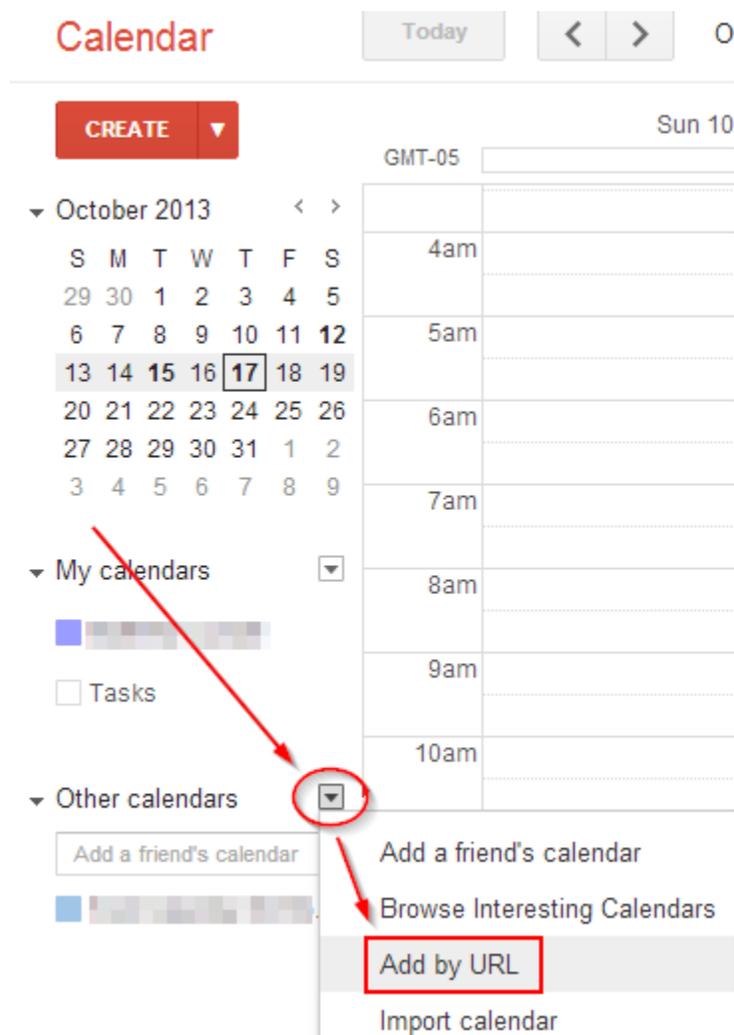


# How to subscribe to a calendar in Gmail

1. Click on the app launcher, then on Calendar



2. Click on the arrow beside "Other Calendars", and click Add by URL



3. Type in the URL for the school calendar (found on the Calendar portion of the website)

### Add by URL



URL:

If you know the address to a calendar (in iCal format), you can type in the address here.

Make the calendar publicly accessible?

Add Calendar

Cancel

---

4. And click unsubscribe on the right hand side of the page

NOTIFICATIONS

[Reminders and notifications](#)

Unsubscribe



5. Click on unsubscribe again, and you're done!

### Unsubscribe



Are you sure you want to unsubscribe from **Test Calendar for Board Office**?

Unsubscribe

Don't unsubscribe