## How to subscribe to a calendar in Hotmail

- 1. Click on the arrow beside the Outlook logo
- + New o <mark>∠</mark> Outlool  $\sim$ Search email ρ View: All 🗸 2. Click on Calendar SkyDrive Mail 3. Click on Import + New 🗸 Import 🔠 Calendar | 🗸 Share 🗸 Import or subscribe to a new calendar **♦** April, 2013 4. Click on Subscribe, on the left 🎹 Calendar | 🗸 Import Import Subscribe Import in Import in Choose File
- 5. Enter the calendar URL from the school board webpage, enter a name for the calendar, and click on Subscribe

🏢 Calendar   🗸	
Import	Subscribe
Subscribe	1 Calendar URL
	webcal://
	2 Calendar name
	Calendar color
	Charm
	None 🗸
	<sup>3</sup> Subscribe Cancel