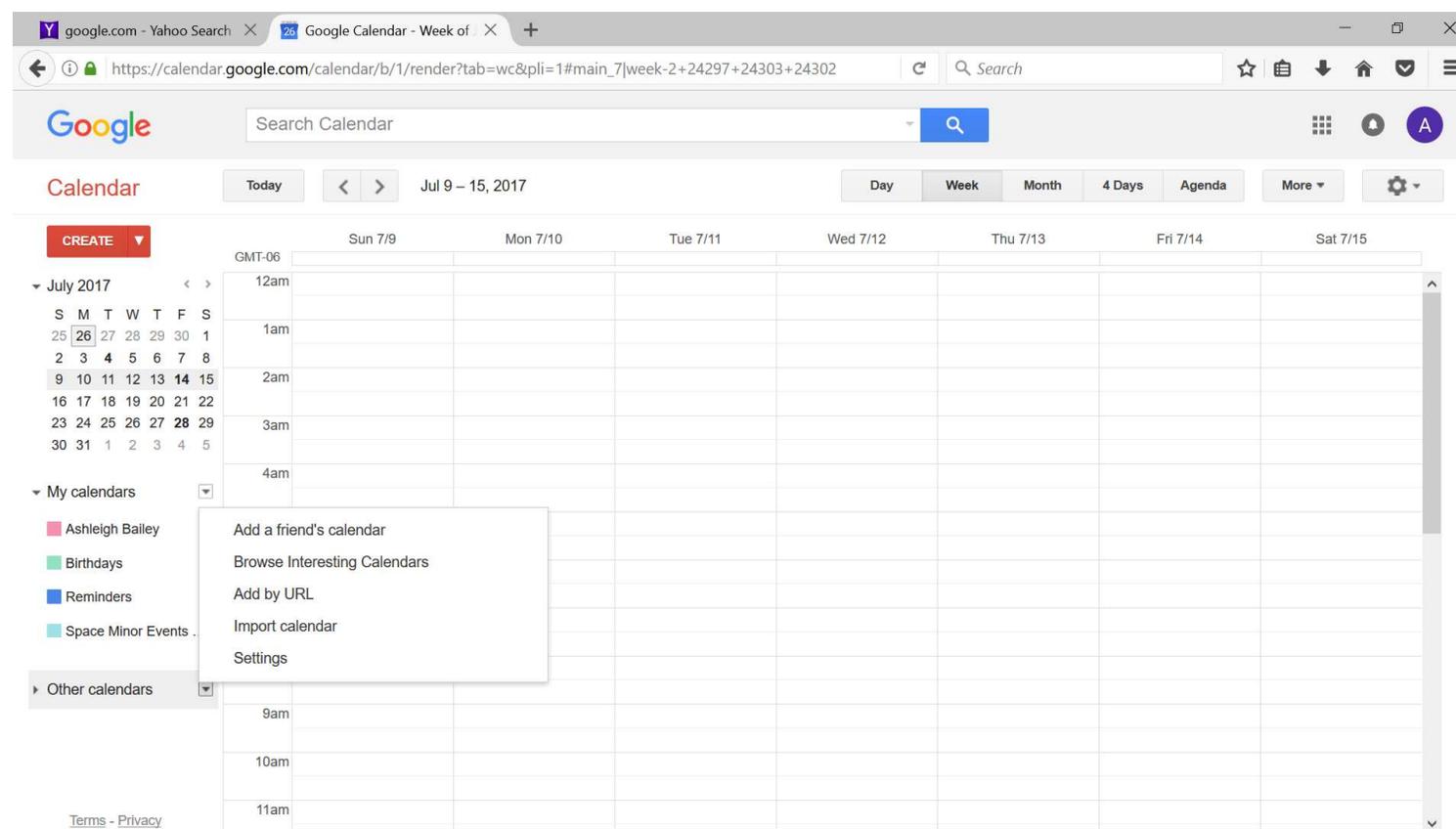


## How to import the Space Minor Events Calendar into your Google or Outlook accounts.

### Google calendar:

The Space Minor Events Calendar is a public calendar, so follow the steps outlined to add this calendar to google:

1. Open Google Calendar in your web browser
2. Next to "Other calendars" on the left, click the Down arrow .



The screenshot shows the Google Calendar web interface. The browser address bar displays the URL: [https://calendar.google.com/calendar/b/1/render?tab=wc&pli=1#main\\_7\[week-2+24297+24303+24302\]](https://calendar.google.com/calendar/b/1/render?tab=wc&pli=1#main_7[week-2+24297+24303+24302]). The calendar is currently set to 'Week' view for the week of July 9 - 15, 2017. On the left sidebar, under 'Other calendars', a dropdown menu is open, showing options: 'Add a friend's calendar', 'Browse Interesting Calendars', 'Add by URL', 'Import calendar', and 'Settings'. The 'Space Minor Events' calendar is listed in the 'My calendars' section.

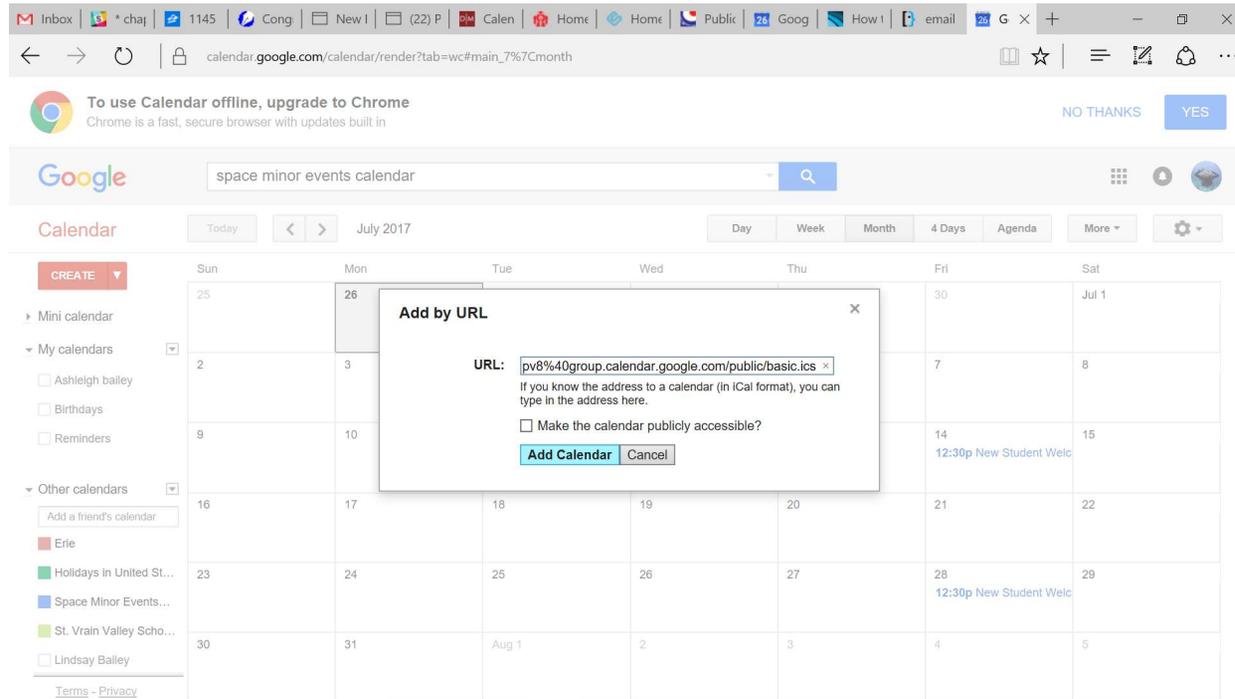
### 3. Select Add by URL.

The screenshot shows the Google Calendar web interface. At the top, there's a browser window with the URL `https://calendar.google.com/calendar/b/1/render?tab=wc&pli=1#main_7[week-2+24297+24303+24302]`. Below the browser, the Google logo and a search bar are visible. The main header shows the current date range: "Jul 9 – 15, 2017". Navigation buttons for "Day", "Week", "Month", "4 Days", "Agenda", and "More" are present. On the left side, there's a "CREATE" button and a calendar navigation widget for July 2017. Below that, the "My calendars" section is expanded, showing a list of calendars: "Ashleigh Bailey", "Birthdays", "Reminders", and "Space Minor Events". A dropdown menu is open over the "Reminders" calendar, listing options: "Add a friend's calendar", "Browse Interesting Calendars", "Add by URL" (which is highlighted), "Import calendar", and "Settings". The main calendar grid shows a week view from Sunday 7/9 to Saturday 7/15, with time slots from 12am to 11am. The "Other calendars" section is also visible at the bottom left.

4. Enter the calendar's address in the field provided.

Space Minor Events Calendar link is:

<https://calendar.google.com/calendar/ical/g645jabuh4va9sb9sc8lbcspv8%40group.calendar.google.com/public/basic.ics>



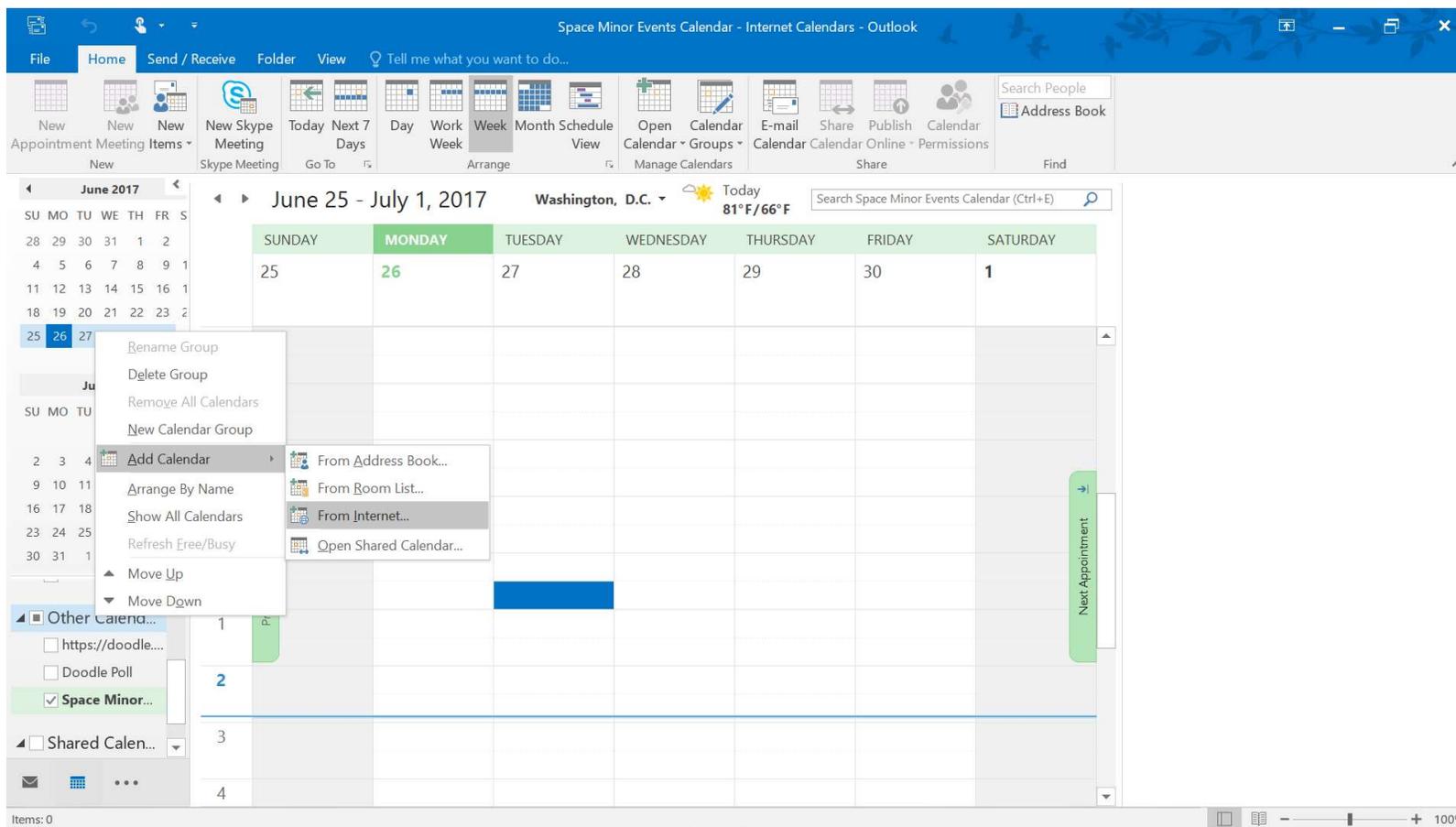
5. Click Add Calendar.

6. The Space Minor Events Calendar should now show up under your "other calendars" tab in google.

## Outlook Calendars:

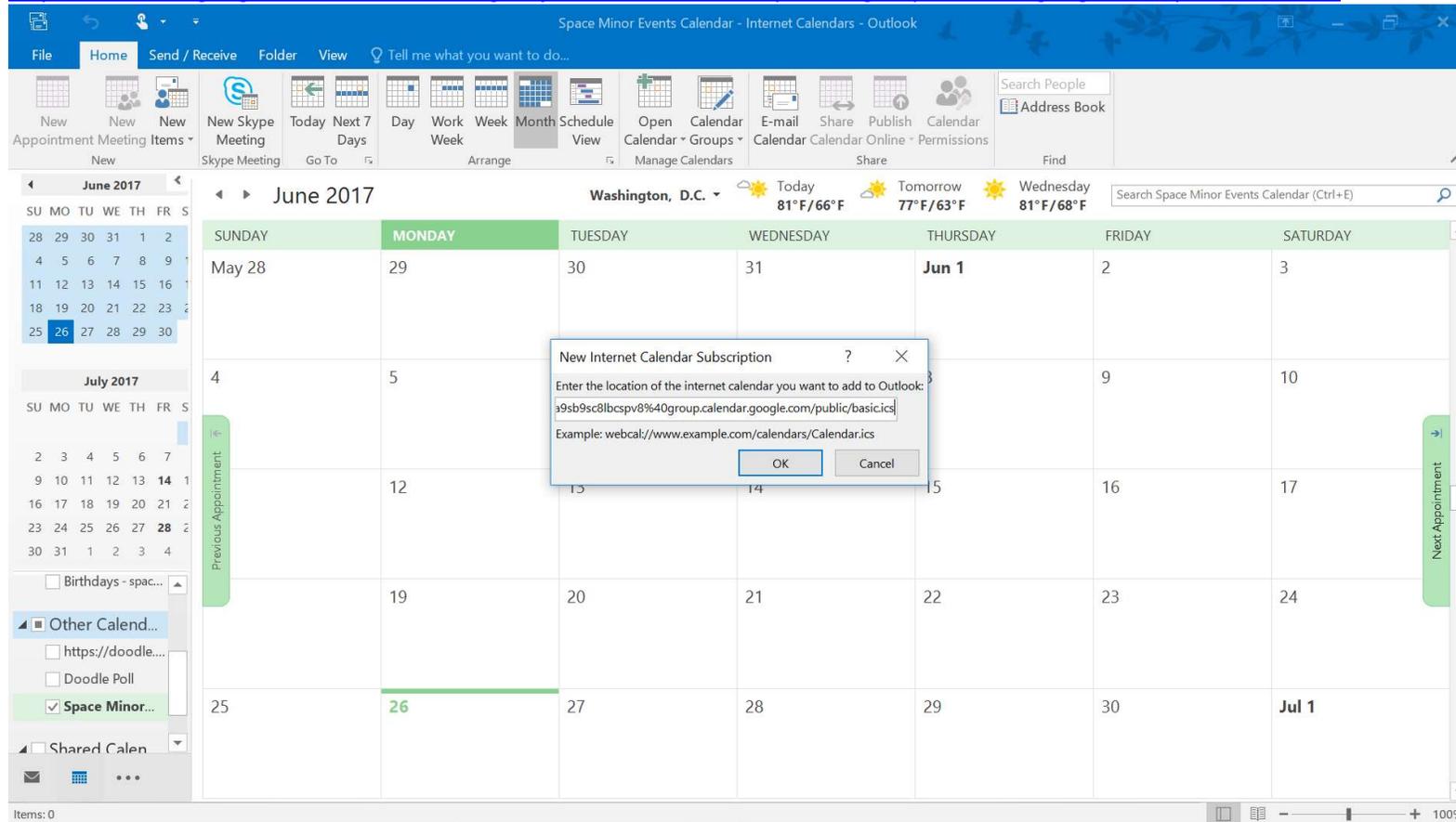
The Space Minor Events Calendar is a public calendar, so follow the steps outlined to add this calendar to outlook:

1. Open Outlook and view Calendar
2. Right click on other calendars and click add calendar. Select “from Internet”



3. Once the New Internet Calendar Subscription box pops up, enter the calendar's address in the field provided. Space Minor Events Calendar link is:

<https://calendar.google.com/calendar/ical/g645jabuh4va9sb9sc8lbcspv8%40group.calendar.google.com/public/basic.ics>



4. click "OK"

5. The Space Minor Events Calendar should now show up under your "other calendars" tab in outlook.