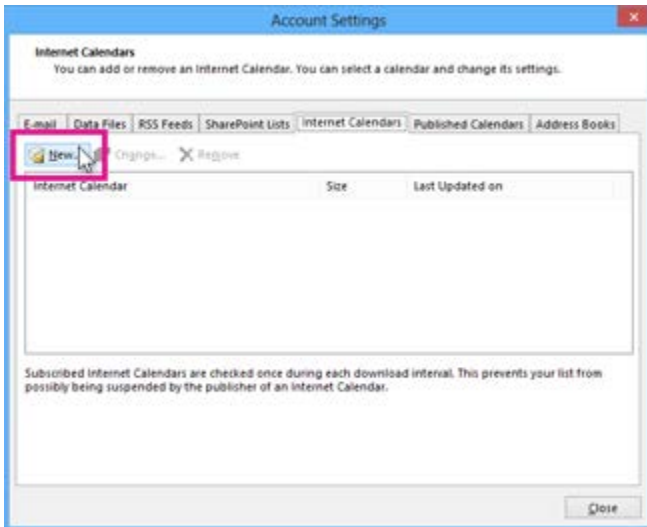
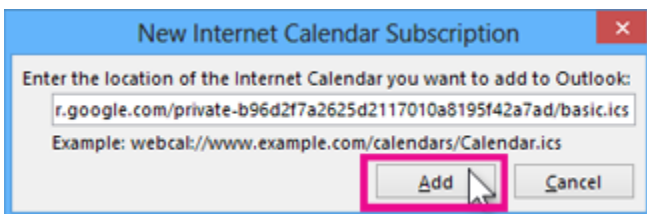


Add Google Calendar to Outlook

1. In Outlook, click **File** > **Account Settings** > **Account Settings**.
2. On the **Internet Calendars** tab, click **New**.



3. Paste the address https://calendar.google.com/calendar/ical/umass.edu_sr44l98haos6h4uunkag1q1nrc%40group.calendar.google.com/public/basic.ics, into box, and click **Add**.




4. In the **Folder Name** box, type the name of the calendar as you want it to appear in Outlook, and then click **OK**.



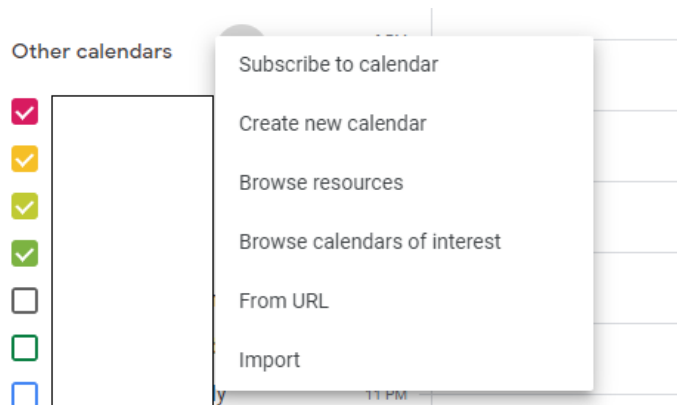
When you start Outlook, it checks Google Calendar for updates and downloads any changes. If you keep Outlook open, it also periodically checks for and downloads updates. (Google Calendar tells Outlook how often to check for updates.)

Add College of Education Calendar to your Gmail

From a Gmail account - subscribe to a new calendar by clicking on plus sign at the bottom of calendar  on [calendar webpage](#).

or subscribe with this account

1. On the left side, next to "Other calendars," click Add + > Subscribe to calendar.



2. In the "Add calendar" box, enter `umass.edu_sr44i98haos6h4uunkag1nrc@group.calendar.google.com`
3. Press Enter – Click on left arrow <- Settings
4. The calendar will show up on the left side under "other calendars"