TO SUBSCRIBE TO SCES CALENDAR:

From your Family Portal account, click **Calendar**.

- Click **Subscribe**.
- Select all desired calendars.
- Highlight the displayed URL, copy, and paste into your preferred calendar application.
- Click **OK** to exit the dialog.
- Use the instructions on adding Family Portal calendar(s) to your:

Google Calendar:

1. On your computer, open Google Calendar.
2. On the left, next to "Other calendars," click Add + > From URL.
3. Enter the calendar's address.
4. Click Add calendar. The calendar appears on the left, under "Other calendars."

Tip: It might take up to 12 hours for changes to show in your Google Calendar.

Microsoft Outlook Calendar:

1. Sign in to Outlook.com.
2. At the bottom of the page, select   .
3. In the navigation pane, select **Add calendar**.
4. Select **Subscribe from the web**.
5. Enter the URL for the calendar.
6. Select **Import**.

Note: When you subscribe to a calendar, your calendar will automatically refresh if the other calendar is updated. This can sometimes take more than 24 hours.

Apple Calendar:

1. In the Calendar app   on your Mac, choose File > New Calendar Subscription.
2. Enter the calendar's web address, then click Subscribe.
3. Enter a name for the calendar in the Name field, then click the adjacent pop-up menu and choose a color.
4. Click the Location pop-up menu, then choose an account for the subscription.
    - If you choose your iCloud account, the calendar is available on all your computers and devices that are set up with iCloud.
    - If you choose On My Mac, the calendar is saved on your computer.
5. To get the calendar's event attachments or alerts, deselect the appropriate Remove checkboxes.
6. Click the Auto-refresh pop-up menu, then choose how often to update the calendar.
7. To prevent alerts from appearing for this calendar, select "Ignore alerts."
8. Click OK.