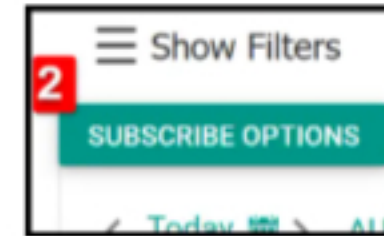


ADD SCHOOL CALENDAR(S) TO YOUR PERSONAL CALENDAR

1. Go to the School Calendar.
2. Click “**Subscribe Options**” button.
3. A screen will pop up where you can choose:
 - **Event type** — defaults to “**All**”.
 - **Calendars** — schools already in your calendar will be checked.
4. Under **Generate calendar links**:
 - **Separate (default)** → creates individual URLs, one for each school.
 - **Combine** → creates one URL for all the schools you checked.
5. Click the “**Copy**” button.

You now have the URL needed to add to your personal calendar.

A screenshot of the 'Subscription Options' dialog box. It has a title bar with a close button. The 'Event Type' section has a dropdown menu set to 'All Event Types' with a red number '3' next to it. The 'Calendar' section has a list of schools with checkboxes; 'Adult Transition Program' and 'Aliso Niguel High School' are checked, with a red number '3' next to the section header. Below this is a section 'Generate calendar links:' with radio buttons for 'Combine' and 'Separate' (selected), with a red number '4' next to the section header. At the bottom, there are three rows of school names with 'Copy' buttons next to them, with a red number '5' next to the first 'Copy' button. The schools listed are 'Adult Transition Program', 'Aliso Niguel High School', and 'Castille Elementary School'.

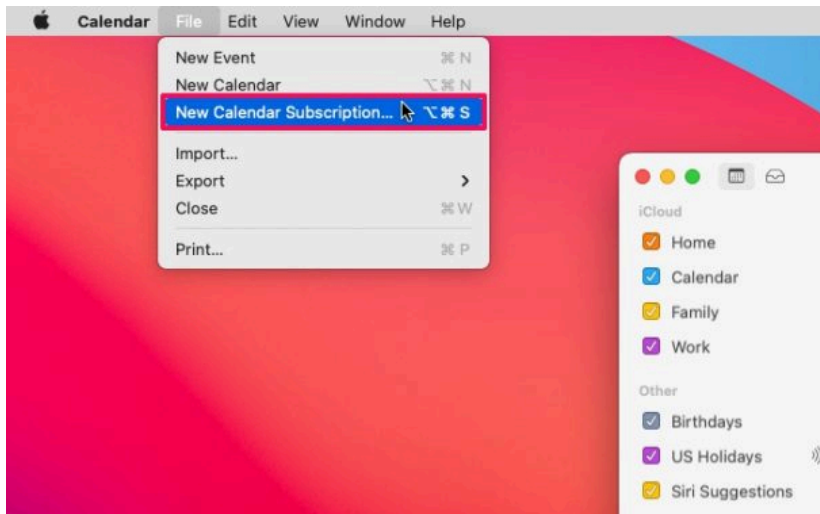
How to Add School Calendar to Apple Calendar

[macOS \(Calendar app\)](#)

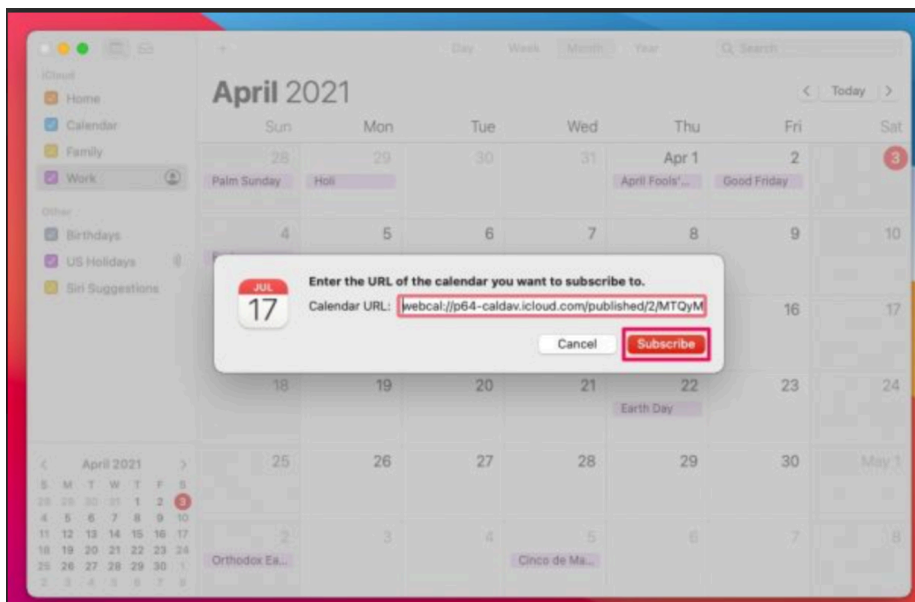
[iPhone and iPad \(iOS / iPadOS\)](#)

Open **Calendar**

1. Go to **File** → **New Calendar Subscription**.



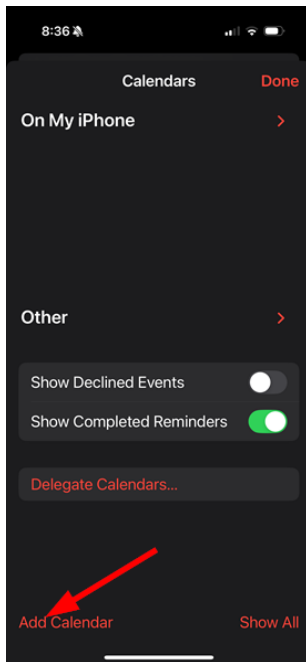
2. Paste the ICS/iCal URL → **Subscribe**.



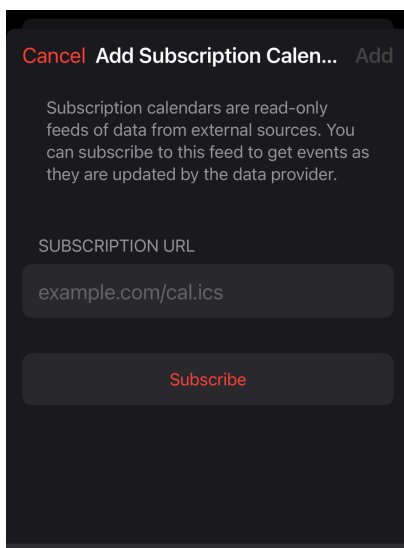
3. In the dialog, set a **Name**, **Location** (iCloud if you want it on all Apple devices), and **Auto-refresh interval**. Click **OK**.

iPhone and iPad (iOS / iPadOS)

1. Open **Settings** → **Calendar** → **Accounts**.
2. Tap **Add Account** → **Other** → **Add Subscribed Calendar**.



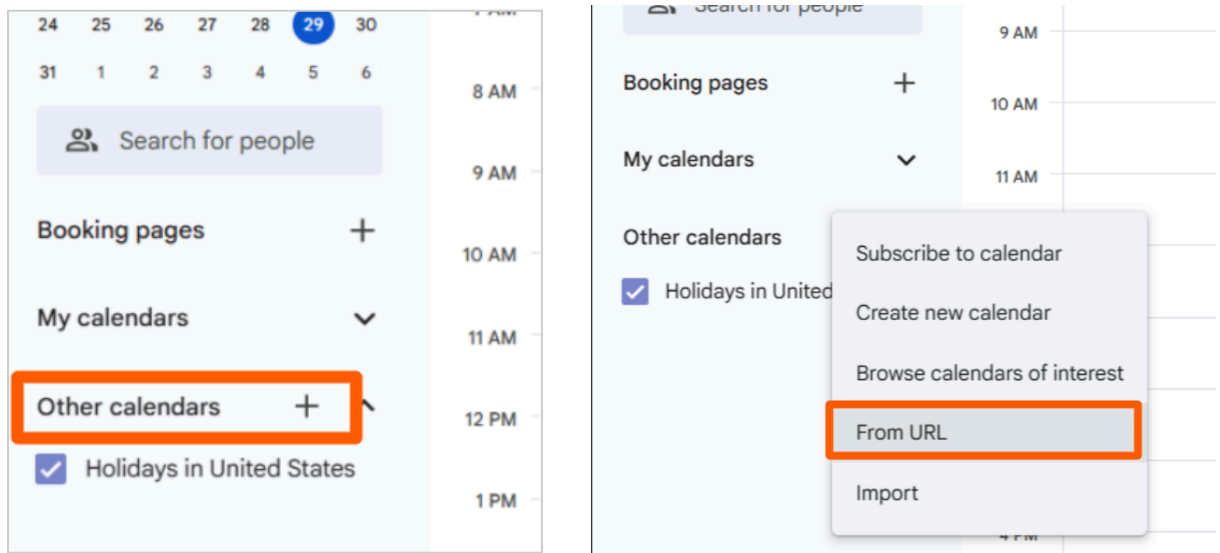
3. Paste the **Server** (ICS/iCal URL) → **Next**.



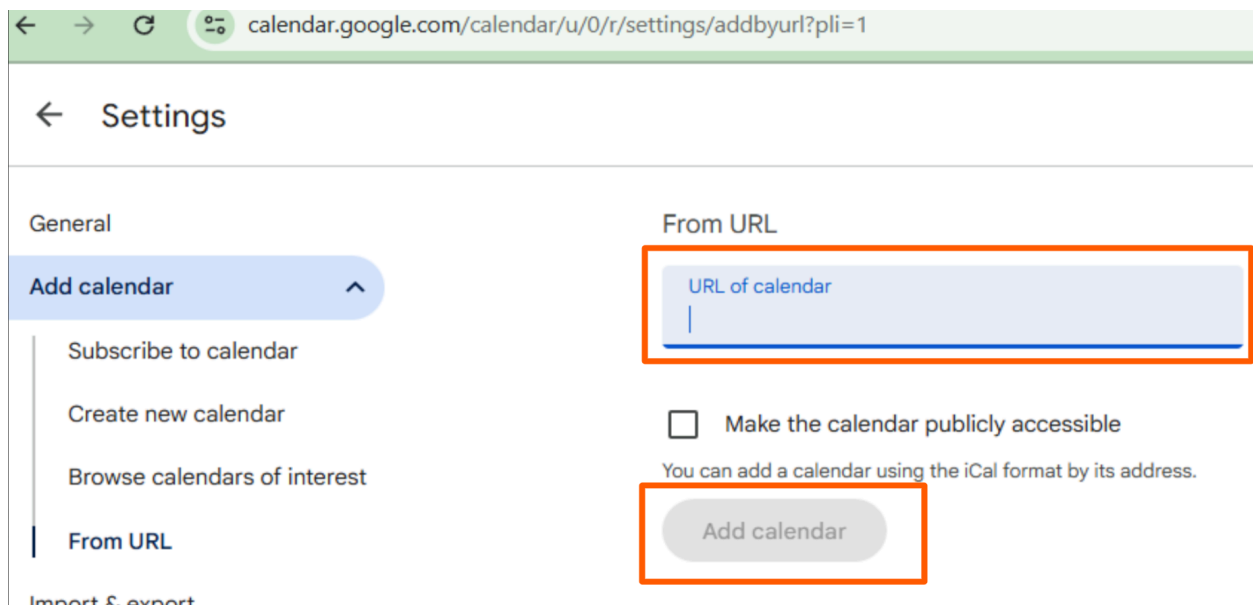
4. Adjust settings if needed → **Save**.

How to Add School Calendar to Google Calendar

1. Open [Google Calendar](https://calendar.google.com).
2. On the left, find “**Other calendars**”.
3. Click the **+** (plus sign) next to it.
4. Choose “**From URL**”.



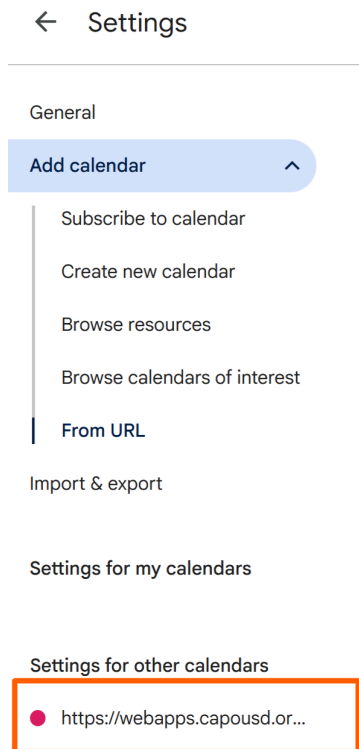
5. Paste the district calendar’s URL (it usually ends in .ics).
6. Click “**Add calendar**”.



7. After you click “**Add calendar**”, Google will automatically take you to that calendar’s Settings page.
8. Click the newly added calendar under “**Other calendars**”

Here you can:

- **Rename the calendar** under **Name**.
- **Change its color** for easy visibility.
- **Set notifications** if you want reminders.



Do not use *Import* — that only copies events once and won’t update automatically.
Always use *From URL* so the calendar stays synced.

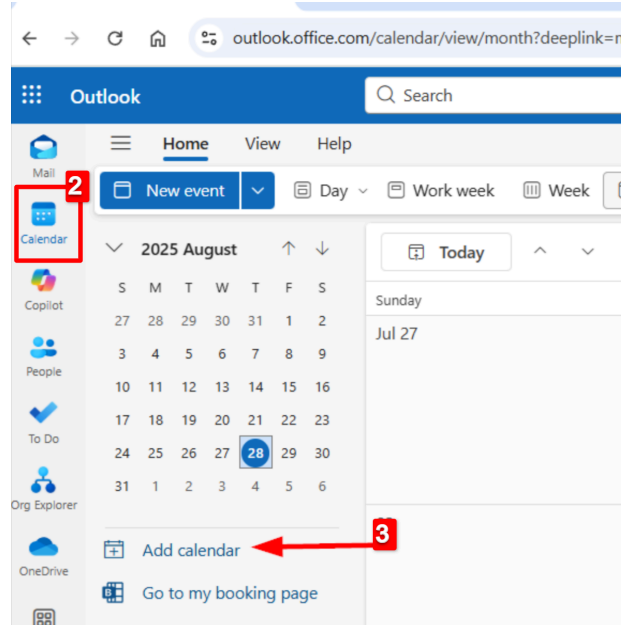
[More instructions are available in Google Calendar Help.](#)

How to Add School Calendar to Microsoft Outlook

Outlook.com / Microsoft 365 web

For additional support and information, visit [Outlook.com](https://outlook.office.com)

1. Go to Outlook.com. and sign in.
2. In the left sidebar, click the “**Calendar**” icon.
3. Click “**Add calendar**” (usually left pane or top toolbar).



4. Select “**Subscribe from web**”.
5. Paste the copied URL. Name your calendar and choose a color/icon.
6. Click “**Import**” or “**Save**”.

