HOLY CROSS
COLLEGE
at Notre Dame, Indiana

Add Campus Calendar to Outlook

1. Open your email, https://outlook.office.com, in your web browser of choice.

2. Select the calendar icon in the upper-left corner.

3. Select "Add calendar" on the left side of screen, then "Subscribe from web".
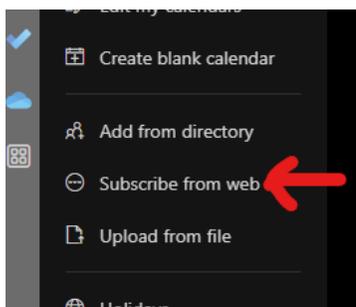
4. Copy and Paste this calendar location into the textbox: **webcal://calendar.hcc-nd.edu/student-EST.ics**

5. Give the calendar name "Holy Cross College Events", and optionally, a color, charm, or location.

6. Once done, click the "Import" button, and wait until the screen refreshes.
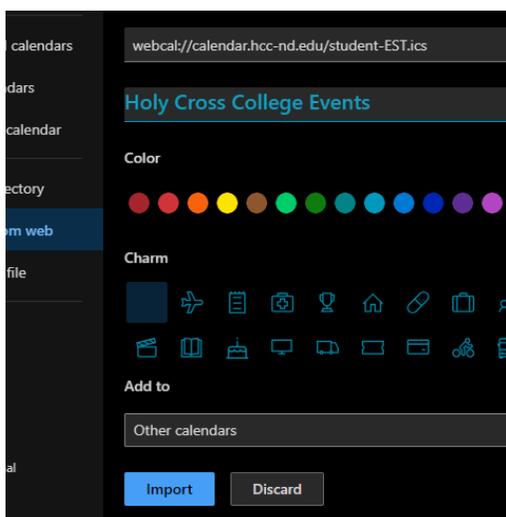
7. Close the "Add Calendar" screen after it says the calendar was successfully imported.

8. Make sure "Holy Cross College Events" calendar is selected in the left navigation list of calendars.
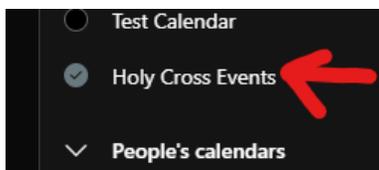
9. Now you can view the calendar in all of your Outlook applications – mobile app, desktop, and on the web.