

UVA HR 2021 HOLIDAY CALENDARS - INSTRUCTIONS TO ADD TO OUTLOOK FOR PC AND MAC:

Instructions may vary depending on your mail or calendar software. If the tips below do not work, we recommend trying an internet search for "adding an internet calendar to (*your device/software here*). HR is unable to provide technical support.

PC Outlook:

1. Copy link from the list below (don't click on the link, just copy it)

Academic Division Holiday Calendar:

<https://outlook.office365.com/owa/calendar/e19b78d2fbc34df5a4176f3f03fdb1c2@virginia.edu/4a4f2fc2e41b4a91b5da9bcda73f5f7a12370440417110585045/calendar.ics>

Clinic Holiday Calendar:

<https://outlook.office365.com/owa/calendar/e19b78d2fbc34df5a4176f3f03fdb1c2@virginia.edu/851c93a1d98343b7bb80142bca6a0d7d16515813074893169899/calendar.ics>

UPG Holiday Calendar:

<https://outlook.office365.com/owa/calendar/e19b78d2fbc34df5a4176f3f03fdb1c2@virginia.edu/1e7e08a27bc4472d9c7806681dbee151802243208806896145/calendar.ics>

2. Click on "Add Calendar" at the top of the calendar page
3. Click on "From Internet"
4. Paste link
5. Click "OK"
6. VERY IMPORTANT: Select "YES" to add and subscribe to updates (makes ongoing updates and adds calendar)
7. Check your Outlook calendar menu to the left of your displayed calendar to see a list of calendars. Click on the new calendar to make it visible. Right click to overlay it over your main calendar, and to change color for that calendar.

Mac Outlook:

1. Go to [browser version](#) of Outlook, then switch to Calendar view from the email view (calendar icon in the far left column). Look for "Add Calendar" in the left column, then:
2. Subscribe from web
3. Paste link for your employee type from the list below (ensure there is no space after the URL when you paste into Calendar)

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4. Add to My calendars
5. Name the Calendar
6. Click "Import"