

## HOLIDAY CALENDAR - INSTRUCTIONS TO ADD TO OUTLOOK

(To translate this text, copy/paste into [Google Translate](#).)

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 the link address (don't click on the link) for the calendar you want to add:

#### Academic Division Holiday Calendar:

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

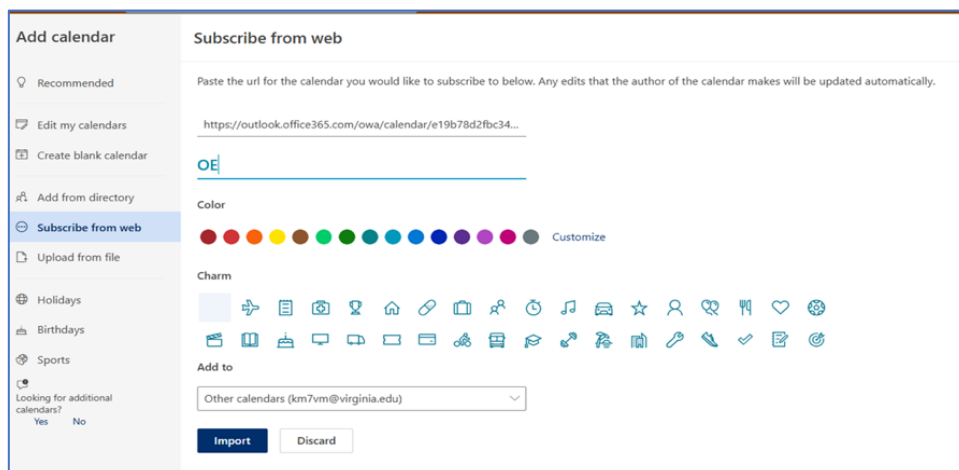
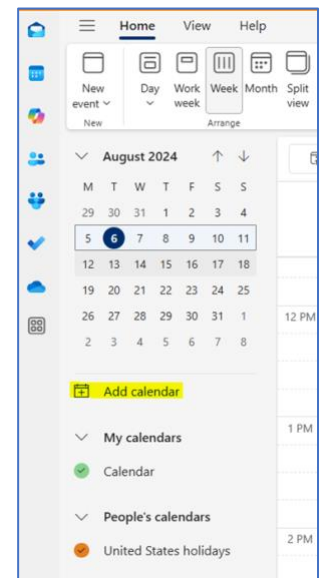
#### Clinic Holiday Calendar:

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

#### UPG Holiday Calendar:

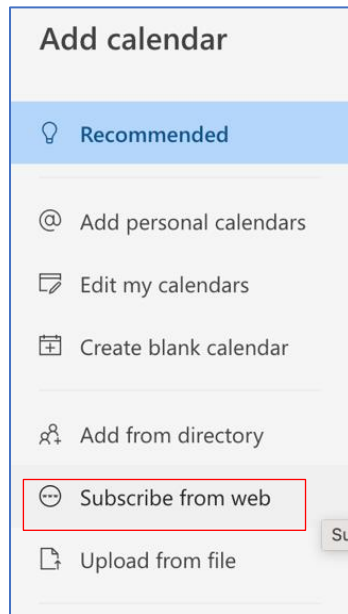
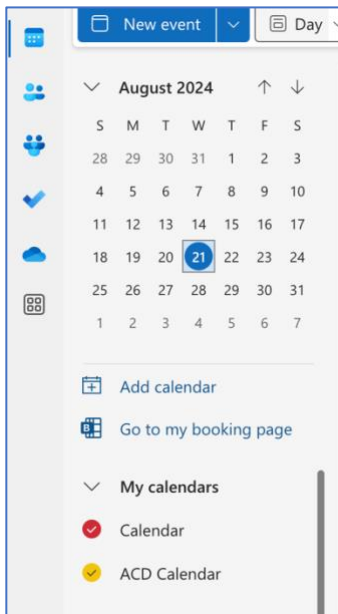
<https://outlook.office365.com/owa/calendar/e19b78d2fbc34df5a4176f3f03fdb1c2@virginia.edu/b01b9e29957c48d09123cdec90474872888707361859428475/calendar.ics>

2. Click on "Add Calendar" at the top of the Outlook calendar page (it may be in a different place depending on which Outlook version you are using).
  - a. If you get an error message when adding the link under "Add Calendar," try clicking on the link, which will download it to your computer. You may be asked to "add new" or "import" the calendar at that point; select "add new."
3. Click on "From Internet" or "Subscribe from web."
4. Paste link; name the calendar.
5. Click "OK" or "Import"
6. You may need to close and re-open your Outlook program to see the new calendar.



Mac Outlook:

1. Go to the 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. Right click (or Control-click) to copy relevant link address below (don't click on link):
4. Paste link (*ensure there is no space within or after the URL when you paste into Calendar*)
5. Add to My Calendars; Name the Calendar. Click “Import”
6. You may need to close and re-open your Outlook program to see the new calendar.

The calendar link URLs are:

**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/b01b9e29957c48d09123cdec90474872888707361859428475/calendar.ics>