

## UVA HR 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/b01b9e29957c48d09123cdec90474872888707361859428475/calendar.ics>

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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)

**Academic Division Holiday Calendar:**

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**Clinic Holiday Calendar:**

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

**UPG Holiday Calendar:**

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