

How to subscribe to the QED-C events calendar



Google Calendar

1. On your computer, open [Google Calendar](#).
2. On the left, next to "Other calendars," click Add + > From URL.
3. Enter the preferred Google calendar URL:


QED-C Events (all events/all TAC meetings)

https://calendar.google.com/calendar/ical/c_1chm8fgorp10rqgu7em1au3f0o%40group.calendar.google.com/public/basic.ics

4. Click Add calendar. The calendar appears on the left, under "Other calendars."

Tip: It might take up to 12 hours for changes to show in your Google Calendar.

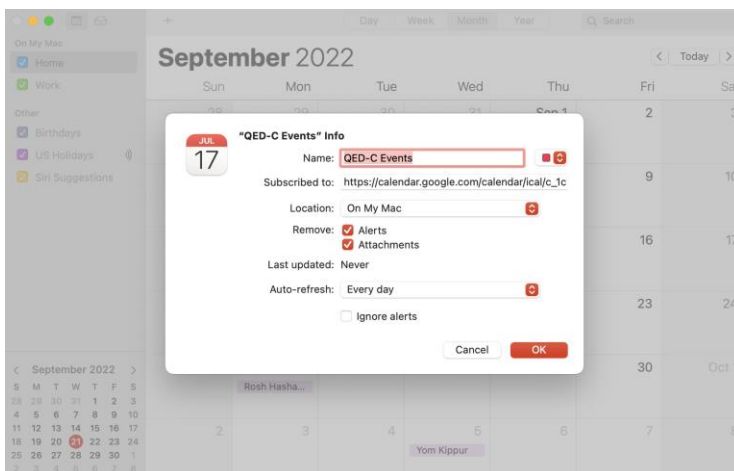
iCal/Apple Calendar

1. On your computer, open Apple Calendar .
2. In the top left corner of your screen, click File > New Calendar Subscription
3. Enter the URL for the ical format of the preferred QED-C Calendar:

QED-C Events (all events/all TAC meetings)

https://calendar.google.com/calendar/ical/c_1chm8fgorp10rqgu7em1au3f0o%40group.calendar.google.com/public/basic.ics

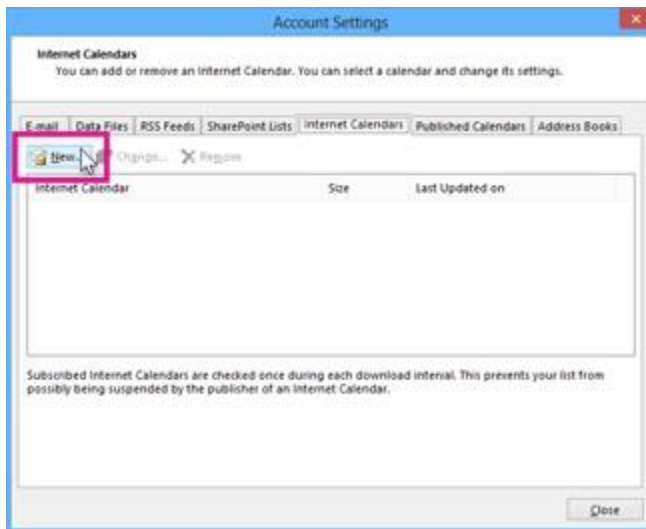
4. Select how often you prefer the calendar to refresh. We suggest "every day"



5. Click OK. The calendar will appear on the left under “Other calendars.”

Outlook for PC

1. In Outlook, click **File > Account Settings > Account Settings**.
2. On the **Internet Calendars** tab, click **New**.

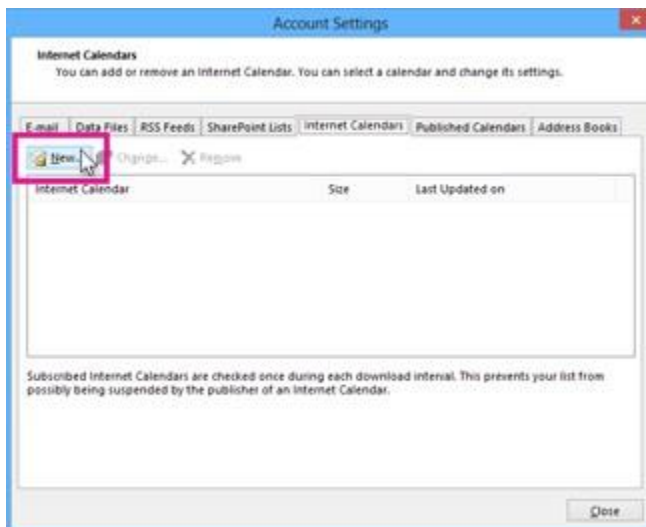


3. Paste the preferred calendar URL into the text box:

QED-C Events (all events/all TAC meetings)

https://calendar.google.com/calendar/ical/c_1chm8fgorp10rgu7em1au3f0o%40group.calendar.google.com/public/basic.ics

4. On the **Internet Calendars** tab, click **New**.

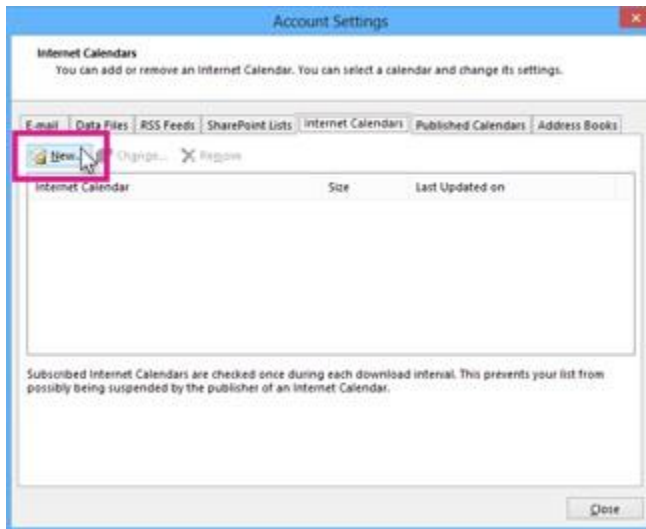


5. Paste the preferred calendar URL into the text box:

QED-C Events (all events/all TAC meetings)

https://calendar.google.com/calendar/ical/c_1chm8fgorp10rqgu7em1au3f0o%40group.calendar.google.com/public/basic.ics

6. On the **Internet Calendars** tab, click **New**.

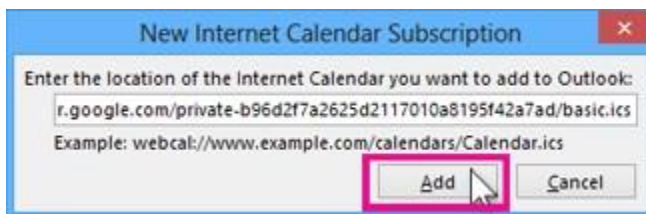


7. Paste the preferred calendar URL into the text box:

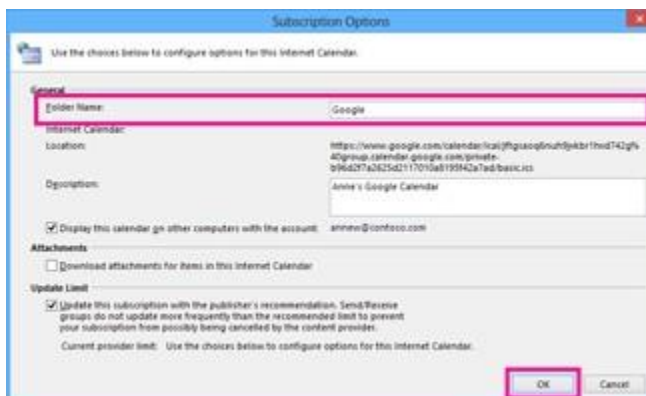
QEDC Events (all events/all TAC meetings)

https://calendar.google.com/calendar/ical/c_1chm8fgorp10rqgu7em1au3f0o%40group.calendar.google.com/public/basic.ics

by pressing CTRL+V, and click **Add**.



8. In the **Folder Name** box, type the name of the calendar as you want it to appear in



Outlook, and then click **OK**.

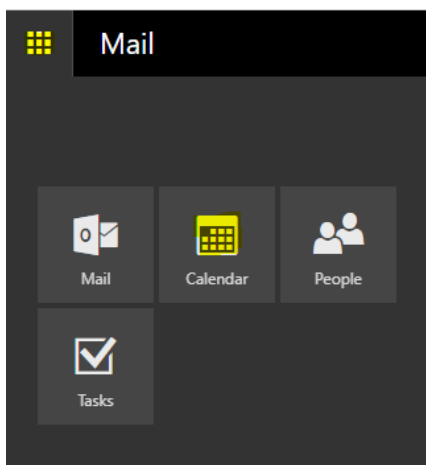
9. **The calendar should now appear in your list of calendars under Other Calendars. It will not show events on your calendar and must be selected from the list to view events. You can drag to copy events to your calendar but they may not automatically update.**

When you start Outlook, it checks Google Calendar for updates and downloads any changes. If you keep Outlook open, it also periodically checks for and downloads updates. (Google Calendar tells Outlook how often to check for updates.)

Outlook for MAC (OS Big Sur)

Outlook for Mac currently does not support *adding* an Internet calendar, however, there is a workaround to have one show up. Please note, the displayed image may not reflect the settings in your organization's outlook for web:

1. Login into the web version of outlook: <https://outlook.office365.us/>
2. Select the app launcher (the 9 dot grid) at the top left, then click calendar.
This icon may also be in a left menu beneath the 9 dot grid depending on your organization



3. Select add calendar
4. Select subscribe from web

5. Paste the preferred calendar URL into the box

QED-C Events (all events/all TAC meetings)

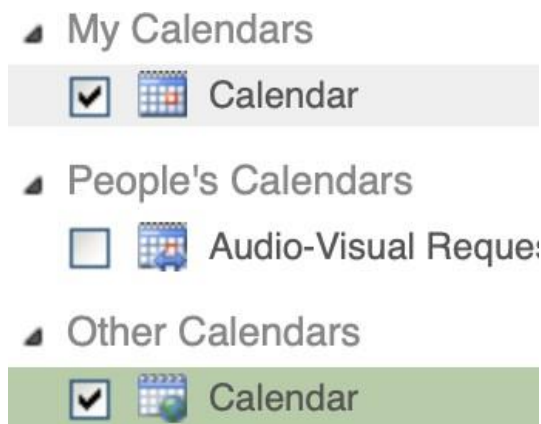
[https://calendar.google.com/calendar/ical/c_1chm8fgorp10rqgu7em1au3f0o%4](https://calendar.google.com/calendar/ical/c_1chm8fgorp10rqgu7em1au3f0o%40group.calendar.google.com/public/basic.ics)

[0group.calendar.google.com/public/basic.ics](https://calendar.google.com/public/basic.ics)

6. Name the calendar and make any of the customizations selection to your preference.

7. Click import to add the calendar.

8. **The calendar should now appear in your list of calendars under Other Calendars. It will not show events on your calendar and must be selected from the list to view events. You can drag to copy events to your calendar but they may not automatically update.**



9. The calendar should now be visible within Outlook for Mac. If not, close the application and restart. It will be under your shared calendars as the name given upon adding.