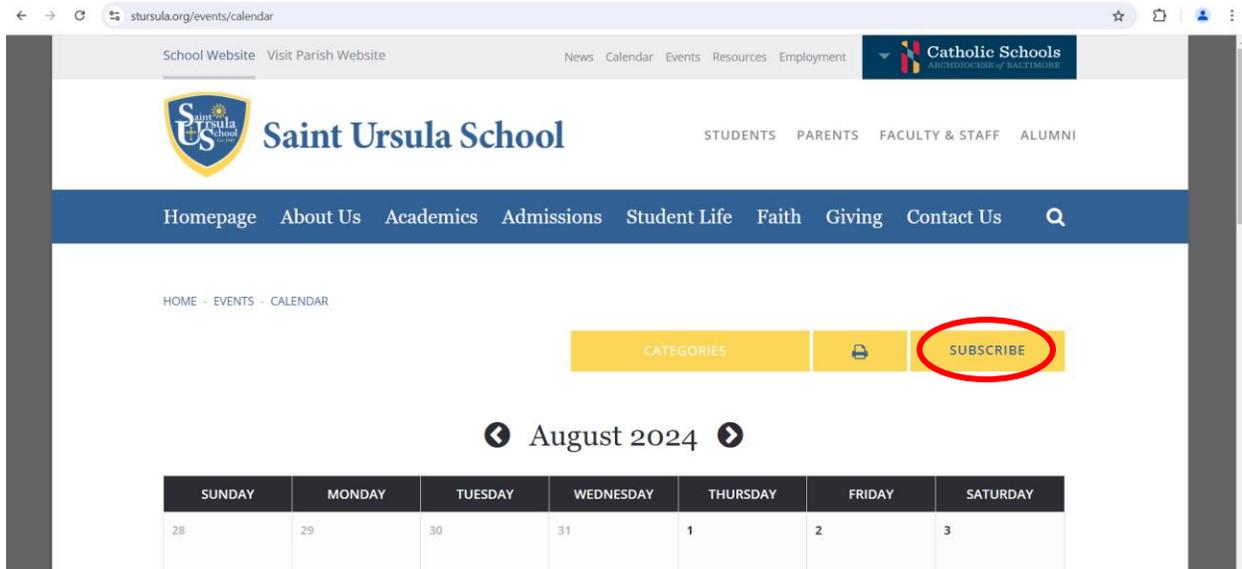


## SUBSCRIBE TO THE SUS WEBSITE CALENDAR



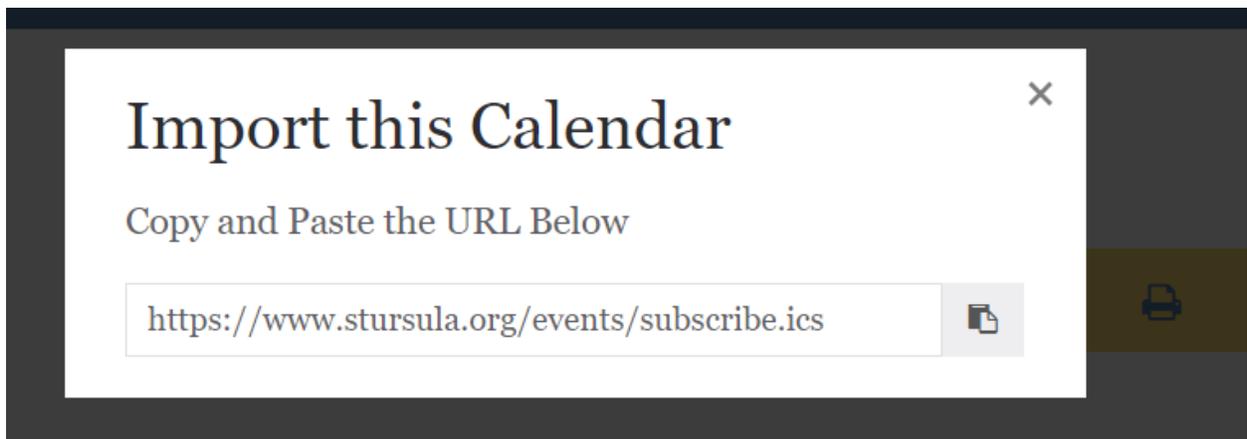
Go to SUS calendar website or scan the QR code.

Click subscribe on the calendar website and a link will pop up.



The screenshot shows the Saint Ursula School website's calendar page. The browser address bar displays [stursula.org/events/calendar](https://stursula.org/events/calendar). The page header includes navigation links for School Website, Visit Parish Website, News, Calendar, Events, Resources, and Employment. The Saint Ursula School logo is prominently displayed, along with the text "Catholic Schools ARCHDIOCESE OF BALTIMORE". A secondary navigation bar lists STUDENTS, PARENTS, FACULTY & STAFF, and ALUMNI. A main navigation bar contains links for Homepage, About Us, Academics, Admissions, Student Life, Faith, Giving, and Contact Us. Below the navigation, the breadcrumb path reads "HOME - EVENTS - CALENDAR". A yellow button labeled "SUBSCRIBE" is circled in red, positioned next to a "CATEGORIES" button and a printer icon. Below these buttons, the current month is shown as "August 2024" with left and right navigation arrows. A calendar grid follows, with days of the week as column headers and dates as row entries.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3



The screenshot shows a pop-up window titled "Import this Calendar" with a close button (X) in the top right corner. The text inside the window reads "Copy and Paste the URL Below". Below this text is a text input field containing the URL <https://www.stursula.org/events/subscribe.ics>. To the right of the input field is a copy icon. On the right side of the pop-up, there is a printer icon.

Adding St. Ursula School's Calendar to iPhone Calendar:

1. Open the Calendar app on the iPhone
2. Tap Calendars
3. Tap Add Calendar
4. Tap Add Subscription Calendar
5. Paste the subscription URL from the SUS website (screen shot above)
6. Tap Subscribe

Adding St. Ursula School's Calendar to Google Calendar:

1. Open Google Calendar
2. On the left, next to "Other calendars," click Add Add other calendars and then From URL
3. Enter the calendar's address (see snippet above)
4. Click Add calendar. The calendar appears on the left, under "Other calendars."

Adding St. Ursula School' Calendar to Outlook Calendar:

1. Sign into outlook.com
2. In the menu ribbon, select Open Calendar.
3. Select From Internet
4. Paste the subscription URL form the SUS website (screen shot above) and select subscribe/ok.
5. Rename calendar by right clicking, and selecting Properties