

Step 1 – Go to School Website and click the

Customize Calendar View

Week Month List Export

ICAL

Step 2 – Click the ical icon

Home Willetts Middle School Calendar

iCal Feed

URL: <http://www.bcsch.org/site/handlers/icalfeed.aspx?MIID=9>

Copy URL to Clipboard

Step 3 – Click "Copy URL to Clipboard"

Step 4 – Open Outlook. At the bottom left select

Step 5 – Outlook 2010 on the home tab click Open Calendar and click From Internet

Step 5 – Outlook 2007 at the top click Open Calendar and click From Internet. Then click Internet Calendars. Then click New

Step 6 – Paste (Ctrl +V or right click paste) the ical subscription URL and hit OK

Step 7a – Outlook 2010 only click Advanced do 7b then click yes

Step 7b – Folder Name = your preference then click OK

New Internet Calendar Subscription
Enter the location of the internet calendar you want to add to Outlook:
<http://www.bcsch.org/site/handlers/icalfeed.aspx?MIID=9>
Example: [webcal://www.example.com/calendars/Calendar.ics](http://www.example.com/calendars/Calendar.ics)

OK

Account Settings...

Microsoft Outlook
Add this Internet Calendar to Outlook and subscribe to updates?
<http://www.bcsch.org/site/handlers/icalfeed.aspx?MIID=9>
To configure this Calendar, click Advanced.
Advanced... Yes No

Subscription Options
Use the choices below to configure options.
General
Folder Name: WMS Schoolwires Calendar
Internet Calendar: icalfeed
Location: <http://www.bcsch.org/site/handlers/icalfeed.aspx?MIID=9>
Description:
 Don't display this calendar on other computers I use.
Attachments
 Download attachments for items in this Internet Calendar.
Update Limit
 Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.
Current provider limit: Not published.
OK Cancel

Account Settings
Internet Calendars
You can add or remove an Internet Calendar. You can select a calendar and change its settings.
New... Remove
Internet Calendar Size Last Updated on
Subscribed Internet Calendars are checked once during each download interval. This prevents your list from possibly being suspended by the publisher of an Internet Calendar.
Close