

SACRED HEART CATHEDRAL

PREPARATORY

To subscribe to a calendar in Outlook

1. Copy the iCal feed below for the calendar that you would like to subscribe to in Outlook.
2. Go to Outlook and choose the calendar program.
3. Click 'Open Calendar' and choose 'From Internet.'
4. Paste in the link below that you copied and finish out the subscription process.

Academics

http://www.google.com/calendar/ical/shcp.edu_apj4siss6lb83ma4la86nbem50%4ogroup.calendar.google.com/public/basic.ics

Admissions

http://www.google.com/calendar/ical/shcp.edu_emcsr1imt43lkj57obnpabemco%4ogroup.calendar.google.com/public/basic.ics

Alumni

http://www.google.com/calendar/ical/shcp.edu_156bgcjc90im1tco71vdc2a4ts%4ogroup.calendar.google.com/public/basic.ics

Community Life

http://www.google.com/calendar/ical/shcp.edu_tibf09dn1rjr86gkh2bqmoq650%4ogroup.calendar.google.com/public/basic.ics

Counseling

http://www.google.com/calendar/ical/shcp.edu_el125lf6cvk16qtjev7boogl90%4ogroup.calendar.google.com/public/basic.ics

Daily Schedule

http://www.google.com/calendar/ical/shcp.edu_igiuhoeet47a024igutrl53a84%4ogroup.calendar.google.com/public/basic.ics

De Paul Scholar Program

http://www.google.com/calendar/ical/shcp.edu_om5njkl Dobkmqajrv9hfn3guj4%4ogroup.calendar.google.com/public/basic.ics

Fitness Center

http://www.google.com/calendar/ical/shcp.edu_s3fd6c1m1ut8tphjbior287keg%4ogroup.calendar.google.com/public/basic.ics

SACRED HEART CATHEDRAL

PREPARATORY

To subscribe to a calendar in Google Calendar

1. Go to the SHC Website at www.shcp.edu and click the 'Calendars' link at the top of the page. Make sure you are signed into your Gmail/Google account.
2. Select the calendar that you would like to subscribe to by clicking the small Google icon with the plus sign in the lower right hand corner of the calendar.
3. When prompted to add the calendar, click 'Add' on the calendar you would like to subscribe to.
4. The calendar will then appear in your Google calendar along the left side of the page in 'Other Calendars.'

Mobile Device Calendar Subscription

After subscribing to the calendars via your computer, follow the instructions below to add any calendars to your mobile device.

iPhone/iPad directions:

<http://support.google.com/calendar/bin/answer.py?hl=en&answer=151674>

Android directions: directions vary based upon the version of Android running on your device.

<http://support.google.com/calendar/bin/topic.py?hl=en&topic=2586645&parent=13950&ctx=topic>