



- iCal -

How to subscribe to our GESS School Calendar

In case of questions or technical problems, please contact marketing@gess.sg.

The school is publishing all key dates to the school community using the school calendar. You can easily subscribe to this calendar in your Outlook or on your smart phone.

- Visit <http://www.gess.sg/page.cfm?p=604>
- Click on the red **iCal** button in the right banner of the Calendar page.

Calendar Search

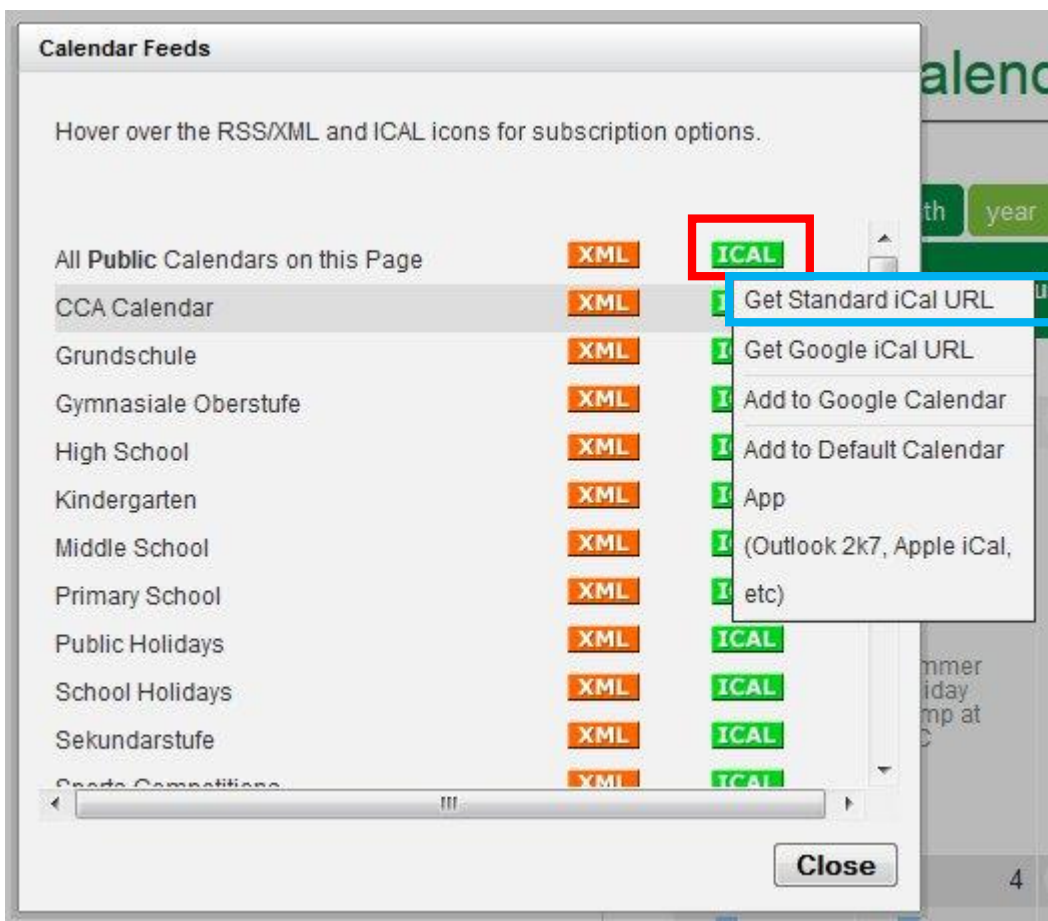
Search for calendar events by entering one or more keywords and clicking "GO".

Event Options:

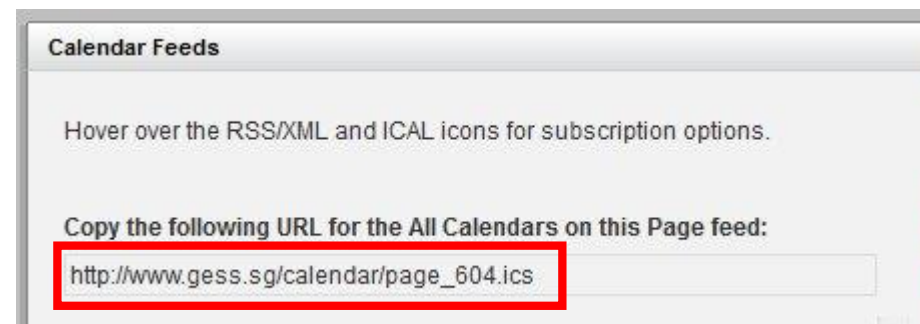
Upcoming Past



- Hover over the green **iCal** button on the top right of the list to subscribe for all calendars or, if you move further down, for only a few of them.
- In any case choose **Get Standard iCal URL**.



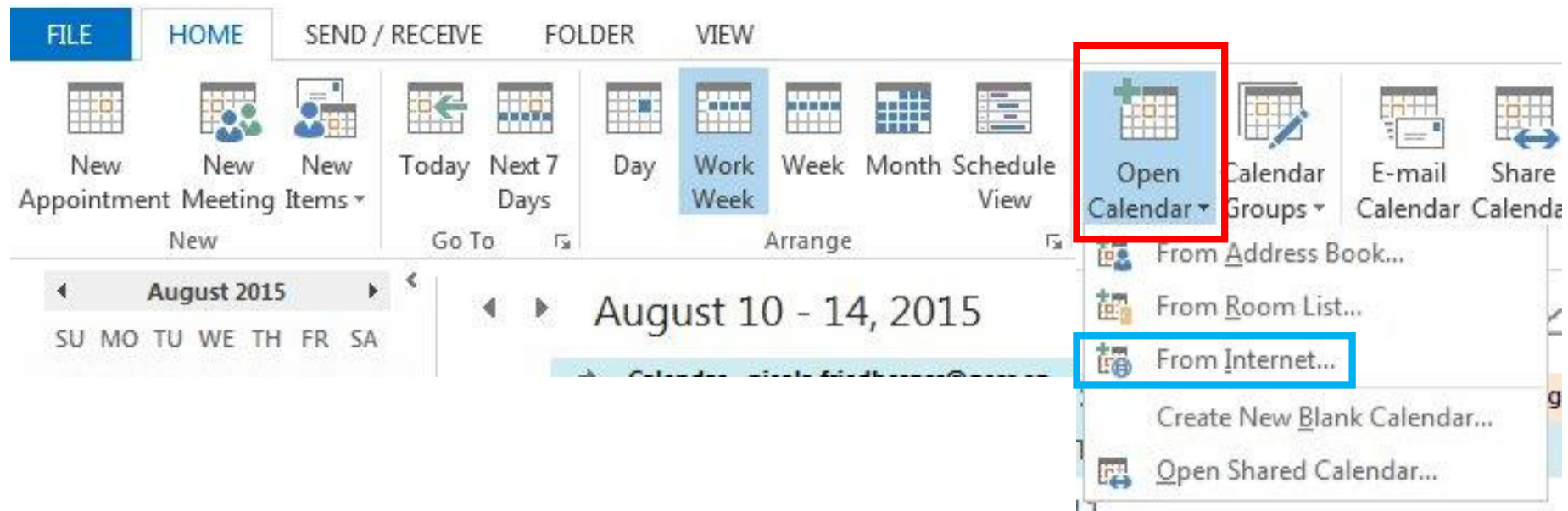
- Copy the URL that comes up (here: for all calendars).



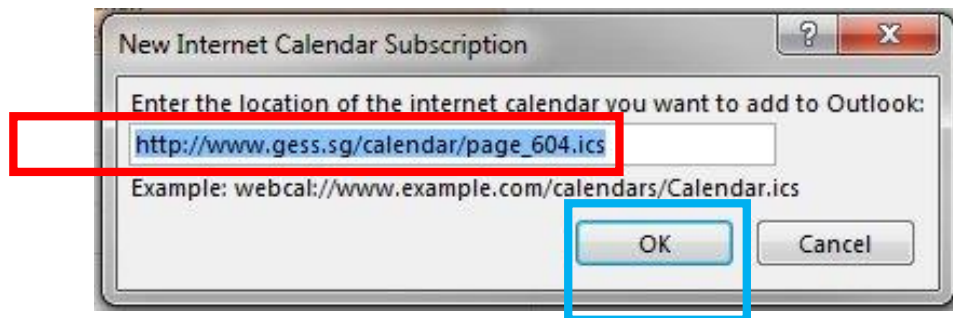
- With this URL you can subscribe to the calendar in Outlook by adding an Internet calendar or on your phone by subscribing to an Internet or Web calendar.
- The calendar will update regularly on your computer and/or phone and keep you up-to-date on school events and holidays.

Outlook

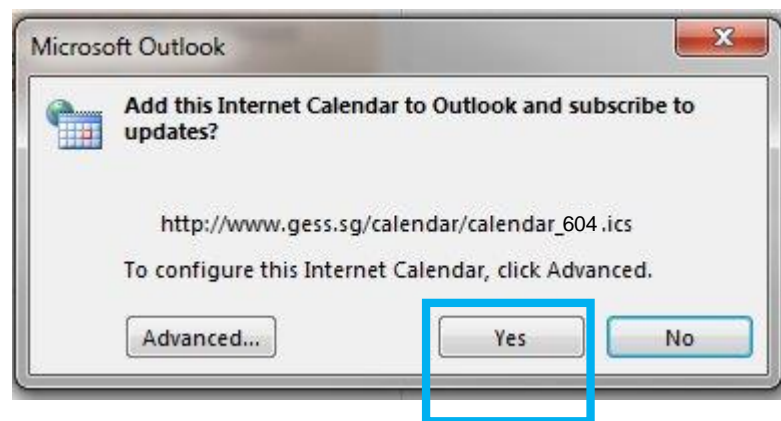
- Go to your Outlook Calendar and click on **Open Calendar**.
- Choose **From Internet...**



- Please enter the URL and click **OK**.



- Click on **Yes**.



- Now, the new calendar will be added to your Outlook account.

