

How to add the JDBY-YTT Parent Calendar to Your Outlook Account

1. Log into your Outlook Calendar. The import should be done using Outlook on the web (in a browser).
2. Click **Add Calendar** from the left menu bar.
3. Select **Subscribe from web** and paste in the following URL:
https://calendar.google.com/calendar/ical/jdbyytt.org_pdrfvd9fnqummebskjgskf1s8%40group.calendar.google.com/private-014f3e89c05b166f96088fc238ac1d67/basic.ics
4. Enter the calendar name, choose the default calendar color/icon, and select where you'd like the calendar to be added. Click **Import**.
5. Success! The calendar has been added to your account and all the events will appear within 24 hours. The calendar will need to be selected if you open outlook from a different location (i.e. desktop app, mobile device).