

Once this calendar is uploaded into your Outlook calendar, you will automatically receive any updates.

To upload your chosen calendar:

- Open your chosen calendar through the website (e.g. Whole School, Senior School, Preparatory School, etc)
- Scroll to the bottom of the screen and click on Options
- Click on ICalendar subscriptions
- Click on “Subscribe” to this Calendar
- Click on Webcal Subscription
- If asked, click Allow (may be up to twice)
- The selected Calendar will start to load to your Outlook as a new calendar