



# Add the SJS calendar to your phone or computer!

Here are directions to help to sync the SJS calendar to your phone or computer.

***If you were previously subscribed to the online calendar and were having time zone issues (Gmail and Yahoo users, perhaps others), you will need to unsubscribe first, then resubscribe.***

To unsubscribe: Go to your calendar (on a desktop or laptop, preferably), click on the calendar, then click the X to unsubscribe.

***Once unsubscribed, or if you have not yet subscribed, please follow these instructions:***

## **Add to Google Calendar:**

1. Copy this link: <https://www.stjoeschool.org/events/subscribe.ics>
2. Open Google Calendar.
3. In the LEFT column below the small monthly view calendar, click the + to Add Other Calendar. (It might say “add coworker’s calendar” or “add a friend’s calendar” next to it.)
4. Select Add by URL.
5. Enter the calendar's address (the link in step #1) in the field provided.
6. Click Add Calendar. Click the arrow to exit the SETTINGS page and return to Calendar. The calendar will appear on the left side under "Other calendars."
7. Note: It might take up to 12 hours for changes to show in your Google Calendar.

**Add to Outlook:**

1. Copy this link: <https://www.stjoeschool.org/events/subscribe.ics>
2. Open Outlook, and click Calendars in the bottom tab.
3. Right-click on "My Calendars," then select "Add Calendar" and "From Internet."
4. Enter the calendar's address (the link in step #1) in the field provided.
5. Click OK.
6. RIGHT CLICK on the calendar name to RENAME it if desired.

**Add to native Calendar app on iPhone:**

1. Copy this link: <https://www.stjoeschool.org/events/subscribe.ics>
2. Open Settings.
3. Open Calendar.
4. Select Accounts.
5. Click "Add Account."
6. Select "Other."
7. Select "Add Subscribed Calendar."
8. Paste the link (it ends in .ics) where it says "Server."
9. Keep selecting next/okay - you're all set!