

Calendar Subscription Tutorial

How to subscribe to a shared calendar using an .ics link

Before you start

You will need the ICS subscription URL, listed below

Important

A subscribed ICS calendar is usually read-only. Updates made will refresh automatically based on your app's sync schedule.

ICS Calendar URL

Do not click on this – instead, select the entire link and copy it
(right click on the link, then choose copy)

<https://outlook.office365.com/owa/calendar/871ab5f5ec304a4dbe9acded42481043@centertonfire.gov/d4d5f9339621467181df9efa6dafdddd2202208103972019205/calendar.ics>

Supported methods

Use the section that matches the app you use. The wording below is designed to work for common current versions of major calendar apps, but exact button labels can vary slightly by platform or version.

Outlook on the web

1. Copy the ICS subscription URL.
2. Open Outlook on the web and go to Calendar.
3. Choose Add calendar.
4. Select Subscribe from web.
5. Paste the ICS link, enter a calendar name if requested, and click Import or Add.
6. The new calendar will appear under your list of calendars.

Outlook desktop (Windows or Mac)

1. Copy the ICS subscription URL or save the ICS file to your computer.
2. Open Outlook and switch to Calendar view.
3. Use the Add Calendar or Open Calendar option.
4. Choose Subscribe from web, From internet, or From file depending on your Outlook version.
5. Paste the URL or browse to the ICS file, then confirm.
6. Accept the prompt to add the calendar. It will open as a separate subscribed calendar.

iPhone or iPad

1. Copy the ICS subscription URL.
2. Open Settings.
3. Go to Apps, then Calendar, then Calendar Accounts.
4. Tap Add Account, then Other, then Add Subscribed Calendar.
5. Paste the ICS link into the Server field and tap Next.
6. Adjust the description if needed, then tap Save.

Google Calendar (web browser)

1. Copy the ICS subscription URL.
2. Open Google Calendar in a web browser.
3. In the left panel, click the plus sign next to Other calendars.
4. Select From URL.
5. Paste the ICS link and click Add calendar.
6. The subscribed calendar will appear in your calendar list and can be toggled on or off.

Mac (Apple Calendar)

1. Copy the ICS subscription URL.
2. Open the Calendar app.
3. From the menu bar, choose File, then New Calendar Subscription.
4. Paste the ICS link and click Subscribe.
5. Choose the refresh settings you want, then click OK.

Quick reminder

If the calendar owner republishes or updates events, your subscribed calendar should refresh automatically. Editing is normally done only in the original source calendar.

Common notes and troubleshooting

Issue	What to check
The calendar does not appear	Confirm that the full ICS URL was copied with no extra spaces. If using a file, make sure the file extension is .ics.
Events look outdated	Subscribed calendars refresh on a schedule that is controlled by the calendar app. Wait a few minutes and refresh or reopen the app.
You cannot edit events	This is expected for most ICS subscriptions. To make changes, edit the original source calendar.
The link will not open	Try copying the URL into a browser first. If prompted to download a file, save it and import or subscribe from the file.
Time zone looks wrong	Check your device or app time zone settings and confirm the source calendar was published with correct event times.