Subscribe to the SP2 Calendar

Subscribe using Google Calendar:

1. Sign into your Gmail calendar at https://calendar.google.com
2. Click the “+” sign next to “Other calendars” and choose “FROM URL”.
3. Paste in the address below and then click ADD CALENDAR.  
   https://www.sp2.upenn.edu/calendar-subscription-ical/
Subscribe using Outlook 2016 for Windows:

1. From your Outlook desktop, select the Calendar icon at the bottom of the left pane. The Calendar panel opens.

2. From the top menu, select Folder > Open Calendar > From Internet and paste in the address: [https://www.sp2.upenn.edu/calendar-subscription-ical/](https://www.sp2.upenn.edu/calendar-subscription-ical/)
Subscribe using Outlook on the Web:

1. Login to office.com, click Outlook, then click the Calendars icon (lower left).
2. Click IMPORT CALENDAR and then click FROM WEB.
3. Paste the link [https://www.sp2.upenn.edu/calendar-subscription-ical/](https://www.sp2.upenn.edu/calendar-subscription-ical/) in the “Link to the calendar” field and give the calendar a name (e.g. SP2), click **Import**.

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Subscribe using Yahoo:

1. In Yahoo Mail, click the **Calendar icon**.
2. On the left, mouse over "Others" | click the Gear icon, **Manage Followed Calendars**
3. Choose **Follow Other Calendars** and name it **SP2 Academic Calendar**.
4. In the **iCal Address** field, Copy/Paste in:
   [https://www.sp2.upenn.edu/calendar-subscription-ical/](https://www.sp2.upenn.edu/calendar-subscription-ical/)
5. Select a color for the calendar.
6. Click **Save** or **Continue**.