



# Mayfield

## IT Department

### Adding Mayfield School Calendar to Your Personal Device

To ensure you're always up-to-date with school events, follow the instructions below to add the Mayfield School calendar to your personal device.

For iPhone/iPad (iOS):

1. Open the 'Settings' app on your device.
2. Scroll down and tap on 'Calendar'.
3. Tap on 'Accounts'.
4. Tap on 'Add Account'.
5. Select 'Other' from the list.
6. Tap on 'Add Subscribed Calendar'.
7. In the 'Server' field, paste the following link:  
<https://outlook.office365.com/owa/calendar/d516afe5ec504d46ae6915b8cba6685e@mayfieldgirls.org/4eddf035a96a4f568c797e26d734ded54796562728096708258/calendar.ics>
8. Tap 'Next'.
9. Adjust any settings as you see fit and then tap 'Save'.

For Android (using Google Calendar):

1. Open a web browser on your computer.
2. Go to Google Calendar (<https://calendar.google.com>).
3. If you're not already signed in, sign in with the Google account you use on your Android device.
4. On the left side, find "Other calendars" and click the '+' sign next to it.
5. Select 'From URL'.
6. Paste the following link into the URL field:  
<https://outlook.office365.com/owa/calendar/d516afe5ec504d46ae6915b8cba6685e@mayfieldgirls.org/4eddf035a96a4f568c797e26d734ded54796562728096708258/calendar.ics>
7. Click 'Add Calendar'.
8. The calendar will now sync with your Android device's Google Calendar app.

For Microsoft Outlook (Desktop):

1. Open Outlook.
2. Go to the Calendar view.
3. In the Home tab, click on 'Open Calendar' and select 'From Internet'.
4. Paste the following link:  
<https://outlook.office365.com/owa/calendar/d516afe5ec504d46ae6915b8cba6685e@mayfieldgirls.org/4eddf035a96a4f568c797e26d734ded54796562728096708258/calendar.ics>
5. Click 'OK'.
6. The calendar will be added under 'Other Calendars'.

For macOS (Apple Calendar):

1. Open the Calendar app.
2. In the top menu, click 'File' and then 'New Calendar Subscription'.
3. Paste the following link:  
<https://outlook.office365.com/owa/calendar/d516afe5ec504d46ae6915b8cba6685e@mayfieldgirls.org/4eddf035a96a4f568c797e26d734ded54796562728096708258/calendar.ics>
4. Click 'Subscribe'.
5. Adjust any settings as you see fit and then click 'OK'.

Please note that after adding the calendar, updates from the school calendar will automatically reflect on your device. If you encounter any issues, please contact the school's IT department for assistance by emailing [helpdesk@mayfieldgirls.org](mailto:helpdesk@mayfieldgirls.org).