

# Add the Tech Hub Calendar to your device or app.

This is the calendar link to use in the various device instructions:

[https://www.greatplains.edu/cf\\_calendar/feed.cfm?type=ical&feedID=988AD0985AED4FC1A102F52D8906C7B8](https://www.greatplains.edu/cf_calendar/feed.cfm?type=ical&feedID=988AD0985AED4FC1A102F52D8906C7B8)

## For [Outlook.com](#)

1. [Sign in to Outlook.com](#)
2. Select the calendar icon.
3. In the navigation pane, select **Add** or **Add calendar**.
4. Under **Add calendar**, select **Subscribe from web or From Internet (on App)**.
5. Under **Link to the calendar**, copy and paste the calendar's web address.
6. Name it.
7. Select **Import**.

## For Outlook app.

1. Open Outlook App.
2. Select the calendar icon at the bottom.
3. In the navigation pane, select + **Add**.
4. Under **Add**, select **From Internet**.
5. Copy and paste the calendar's web address.
6. Click **OK**.
7. Select say **Yes**.

## For Mac

1. In the Calendar app on your Mac, choose File > New Calendar Subscription.
2. Enter the calendar's web address, then click Subscribe.
3. Click the Auto-refresh pop-up menu, then choose how often to update the calendar.

### **For iPhone**

1. Go to Settings > Calendar > Accounts > Add Account > Other
2. Tap Add Subscribed Calendar.
3. Enter the calendar's web address to subscribe to and any other required server information.

### **For Google Calendar (on Web)**

1. On your computer, open Google Calendar.
2. On the left, next to "Other calendars," click Add From URL.
3. Enter the calendar's web address in the field provided.
4. Click Add calendar.
5. Copy the iCal feed address.

### **For Android**

1. Follow the instructions for Google Calendar, from a computer.
2. On your phone, open the Google Calendar app
3. Open the menu, and then go to Settings.
4. Scroll to the calendar email where you added the new iCal feed
5. Tap on Show more.
6. Tap on your new calendar's name.
7. Switch the Sync option on.
8. You may also change your notifications for this calendar on this screen.