

# LAGUNA BLANCA

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## HOW TO SYNC LAGUNA BLANCA SCHOOL EVENTS TO OUTLOOK CALENDAR ON DESKTOP / LAPTOP

Follow the steps below to add a Laguna Blanca calendar (School or Athletics) to your personal Google Calendar.

### STEP ONE: FIND THE CALENDAR LINK

Go to our home, [lagunablanca.org](http://lagunablanca.org).

Navigate to the **Calendar** page located at the top of our home page.

LAGUNA  
BLANCA



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# GET READY TO THRIVE

Inquire  
Apply  
Give

Select the calendar you would like to subscribe to (for example, **School Calendar** or **Athletics Calendar**).

On the calendar page, locate the **RSS button** on the right-hand side, above the calendar. Click the RSS button.

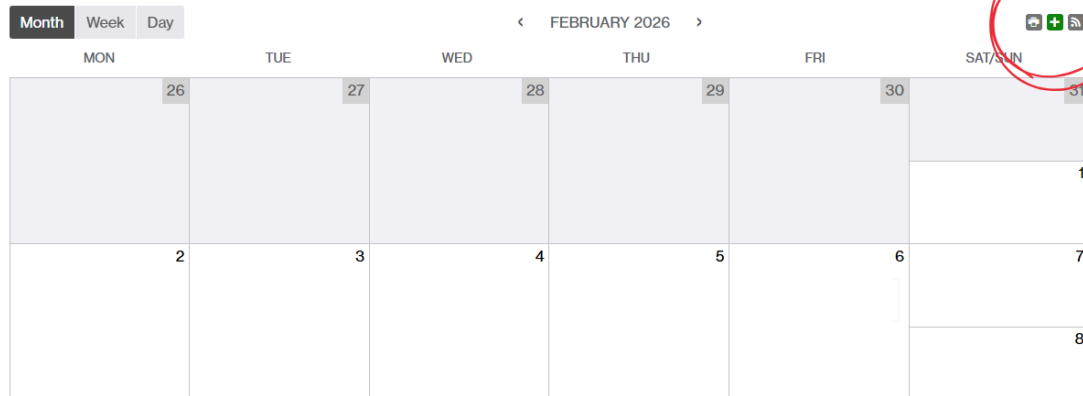
# SCHOOL CALENDAR



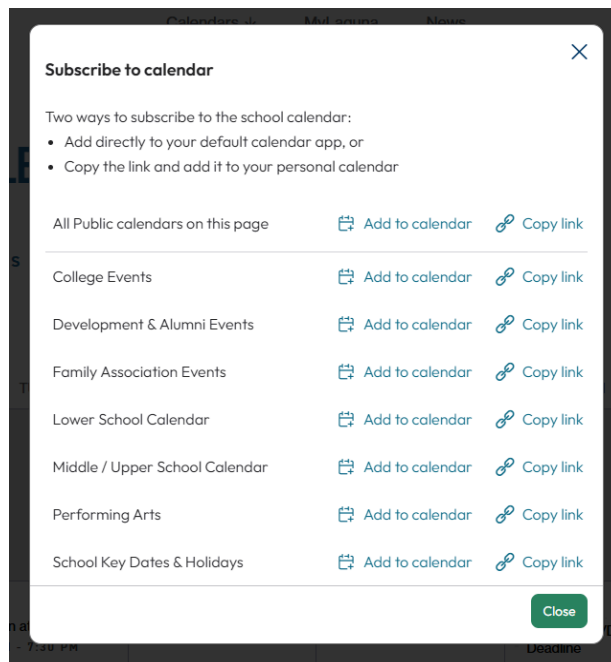
RSS Icon

[2025-26 HOLIDAYS & KEY DATES ↗](#)

[ATHLETICS CALENDAR ↗](#)



A pop-up window will appear listing all available calendars (both full calendars and specific sub-calendars).



Find the calendar you wish to subscribe to and click **Copy Link**.

## **STEP TWO: ADD THE CALENDAR TO GOOGLE CALENDAR**

Open your Outlook calendar, and on the Home tab, select Add Calendar > From Internet.

Paste the URL from your internet calendar and select OK.

Outlook asks if you would like to add this calendar and subscribe to updates. Select Yes.

Your calendar items appear and will synchronize. Any calendar can be turned on/off in the Folder Pane. Select the arrow to overlay the calendar if you want.

Further Instruction: [HERE](#)