Get CLPDC Dates and Deadlines on Your Outlook Calendar

1. Log into Outlook and click on **File.**
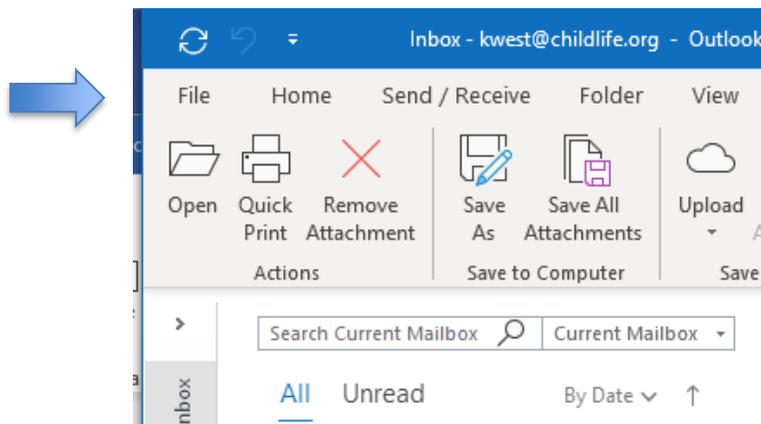
2. In the center of this page, Under the Account Settings heading, click on the link below the line *Access this Account on the web*. (this link will be specific to your workplace).
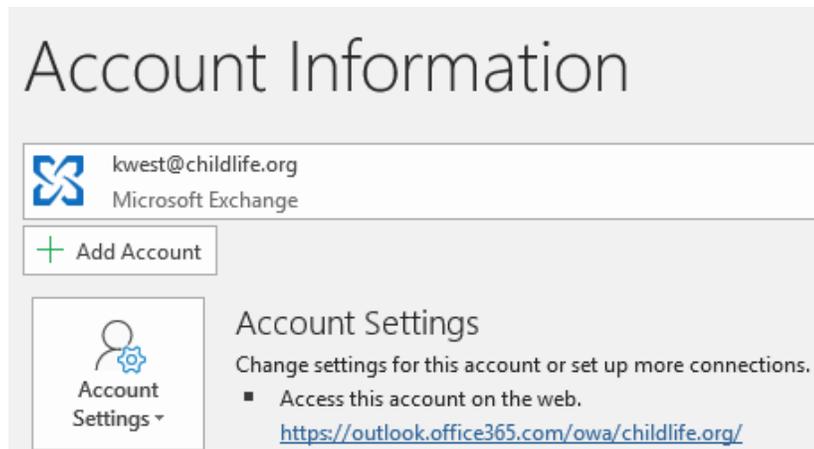
Note: Due to Outlook's security measures, you must sync the CLPDC calendar to your Outlook calendar through your organization's web access link. If this link is not listed in your account settings, please contact your network administrator.

3. Follow the prompts to sign in to Outlook again through your web browser.

4. Switch to the Calendar module by clicking on the Calendar icon near the left-hand corner of the page.
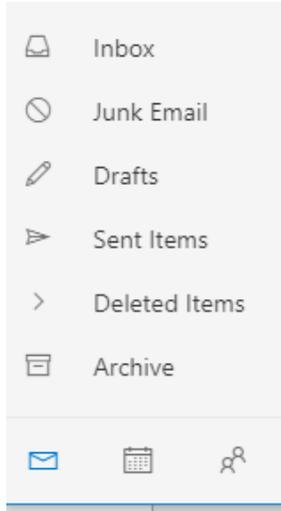
5. On the left-hand side menu of this page, scroll down until you see the **Discover calendars** option, and click on it.
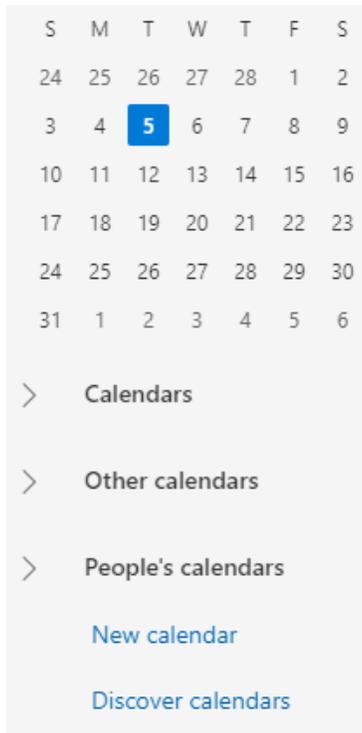
6. On the left-hand side menu of this pop-up window, scroll down until you see the **From web** option underneath the Import calendar heading. Click on the **From web** option.
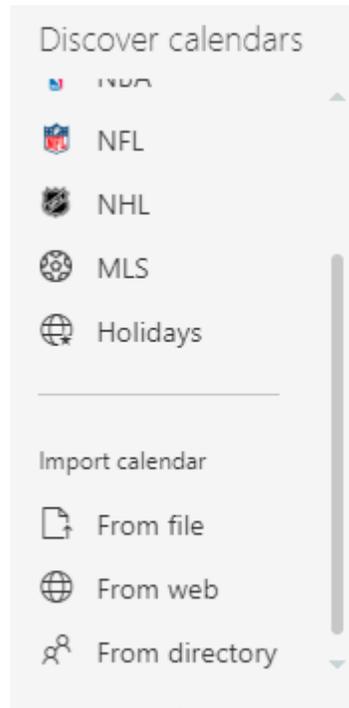
7. Copy and paste the following URL in the space below **Link to the calendar**:

   https://ics.teamup.com/feed/ksgt3g3eha2i2fqthv/0.ics

   Make sure there are no spaces before or after the URL. Title the calendar, and then click **Import**.

8. The following message should appear once the calendar has synced correctly. (The name will vary depending on what you chose as the calendar name in step 7).

Import from web

⊘ The calendar 'CLPDC' was imported successfully.

Subscribe online and keep up to date.

Now your calendar will automatically update with CLPDC dates and deadlines. If you have any questions or issues with these instructions, please contact datacenter@childlife.org.