

# Flex Leadership Calendar Subscription

Click the **calendar icon** on the top right of the calendar to view the colour legend for the different calendars (e.g., Foundations, IE, Innovations, Schoolwide). The default view is by "Month." Click the button on the top right corner of the calendar to toggle between "Schedule" and "Week" views.

## Instructions to add this Leadership Calendar to your Outlook

1. Go to [outlook.office.com](https://outlook.office.com) and log in with your school email
2. Find your calendar
3. Click "Add calendar"
4. Choose "Subscribe from web"
5. Copy and paste the calendar subscription URL (see below)
6. Name the Calendar, choose a colour and icon
7. Choose "Add to other calendars" in the drop-down
8. Click "Import"
9. The calendar should show up in your Outlook calendar

## Tutorial for Adding a Calendar to Outlook

## URLs for Calendar Subscriptions

Calendar subscriptions only show events from the **last 30 days to one year into the future**. To see events outside this range, please view the embedded calendar on this SOPHIE page (above). Events will automatically appear and update as the calendar progresses.

## Flex Leadership

[https://calendar.google.com/calendar/ical/c\\_21b1aa92d60e56cda4c55dda8c37d3027fda66e2f970731f07a5fa3b0c1eea78%40group.calendar.google.com/private-](https://calendar.google.com/calendar/ical/c_21b1aa92d60e56cda4c55dda8c37d3027fda66e2f970731f07a5fa3b0c1eea78%40group.calendar.google.com/private-)

ffa66590388710b73ece2917def3b924/basic.ics

If you would like to add department-specific dates, please subscribe to the additional departmental calendars using the links below.

## Flex Office

[https://calendar.google.com/calendar/ical/c\\_346b43a066e087b79a892bb615df7743e7c7dbac8b859d0cb3c439e301fefc2a%40group.calendar.google.com/private-0656d119e07da91c887ba52f9c98089c/basic.ics](https://calendar.google.com/calendar/ical/c_346b43a066e087b79a892bb615df7743e7c7dbac8b859d0cb3c439e301fefc2a%40group.calendar.google.com/private-0656d119e07da91c887ba52f9c98089c/basic.ics)

## Flex IE

[https://calendar.google.com/calendar/ical/c\\_6ce2374db14d597060799861d2fe0f211a43eb6022f22784dfcdbb4fc70d1380%40group.calendar.google.com/private-9dd02d40ef5f335de027d89014fdb6c/basic.ics](https://calendar.google.com/calendar/ical/c_6ce2374db14d597060799861d2fe0f211a43eb6022f22784dfcdbb4fc70d1380%40group.calendar.google.com/private-9dd02d40ef5f335de027d89014fdb6c/basic.ics)

## Flex Athletics

[https://calendar.google.com/calendar/ical/c\\_1f05a1a8bdfe2e05fcac1e4db96d68890e043642fd7ec773c27c425709a99f36%40group.calendar.google.com/private-8e238c12dbaeaaad5beca6c7c5c566e/basic.ics](https://calendar.google.com/calendar/ical/c_1f05a1a8bdfe2e05fcac1e4db96d68890e043642fd7ec773c27c425709a99f36%40group.calendar.google.com/private-8e238c12dbaeaaad5beca6c7c5c566e/basic.ics)

We would love to hear your feedback to understand what's working well and what could be improved. Please complete [\*\*this quick form\*\*](#) to share your thoughts.

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