

Accessing and Subscribing to The Oaks School Calendar:

To view the calendar on the website --

- 1) Go to www.theoakscca.org
- 2) Click on "Resources"
- 3) Click on "Academic Calendar & Events"
- 4) You can view the calendar in a number of ways using the tabs at the top right. Hint: "Agenda" view will be very helpful if you just want to see a list of the events with dates.

To subscribe to the calendar if you use *Google Calendar* --

- 1) Go to the calendar on the website (See instructions above)
- 2) Press the "+" at the bottom right of the calendar and it should open your Google Calendar
- 3) Make sure "The Oaks Classical Christian Academy" calendar is selected under the calendars list on the left side.

To subscribe to a calendar if you use *Apple Ical* --

- 1) Click on the link below. (You can also open Ical and copy and paste the URL under File>New Calendar Subscription.)
- 2) Once you Ical opens, click "Create New Calendar."
- 3) You can leave the name the same or change it.
- 3) Make sure the calendar is selected on the left side under calendars.

<https://calendar.google.com/calendar/ical/anyaschnell%40gmail.com/public/basic.ics>