

Important Conference Information:

Use of a charged laptop or device with access to your work calendar application is strongly recommended.

Attendance does not require access to these tools, but checking your Canvas login, NC DPI 'Administrator Guidebook' course access, and your organization's technology policies regarding calendar subscriptions may help you get the most out of the session.

Instructions for subscribing to the NC School Nutrition Administrator Calendar

Google Calendar

Google Users instructions on how to subscribe to the NC School Nutrition Administrator Calendar:

1. Go to Your Google Calendar
2. Click on Add Other Calendar
3. Click from URL
4. Copy and Paste the Link Below into the box
5. Your new calendar should appear in the Other Calendars section.

https://calendar.google.com/calendar/ical/c_0b2b3e0f0eb08edea923841323c78a859e860c2265a5e166d6b925b65ed06586%40group.calendar.google.com/public/basic.ics

Microsoft Outlook (Web Base and Desktop New Version)

Microsoft Outlook New Version Users instructions on how to subscribe to the NC School Nutrition Administrator Calendar:

1. Go to Your Outlook Calendar
2. Click on Add Calendar
3. Click Subscribe from Web
4. Copy and Paste the Link Below onto the line.

https://calendar.google.com/calendar/ical/c_0b2b3e0f0eb08edea923841323c78a859e860c2265a5e166d6b925b65ed06586%40group.calendar.google.com/public/basic.ics

5. Name your Calendar
6. Select a Color
7. Select a Charm
8. Click Import

Microsoft Outlook (Desktop Classic)

Microsoft Outlook Desktop Classic Users instructions on how to subscribe to the NC School Nutrition Administrator Calendar:

1. Go to Your Desktop Outlook Calendar Classic Version
2. Click on From Internet
3. Copy and Paste the Link Below onto the line.

https://calendar.google.com/calendar/ical/c_0b2b3e0f0eb08edea923841323c78a859e860c2265a5e166d6b925b65ed06586%40group.calendar.google.com/public/basic.ics

Please note: Microsoft Outlook takes a few hours to synchronize. If there is a change in the subscribed calendar, it may not populate into the subscribed calendar right away. A complete sync usually occurs within a few hours.

Videos available in Canvas:

- “How to subscribe using Google”
- “How to subscribe using Microsoft Outlook Web Version”
- “How to subscribe using Microsoft Outlook Classic Version Desktop”

*If you use a different email/calendar application or software, contact your service area consultant for assistance.

At the end of the session, you will be able to complete the following checklist items:

Calendar Subscription Checklist

- ☐ I can see the calendar name.
- ☐ I can hide/unhide calendar (toggle visibility).
- ☐ I can open an event or task from the calendar.
- ☐ I can find instructions and resource links.
- ☐ I can open Google Docs and resources links.
- ☐ I can search for a keyword within the calendar.
- ☐ I understand that updates may take time to synchronize.
- ☐ I know whom to contact for assistance.
- ☐ I can submit feedback in the feedback form.
- ☐ I understand that this calendar contains both required and suggested dates.