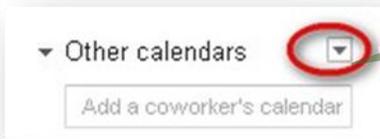# How to Import a ICS file by adding an URL in Google Calendar

Google Calendar allows you insert an ICS file by adding an URL (we are pointing to the Web URL that the ICS file has been posted to).
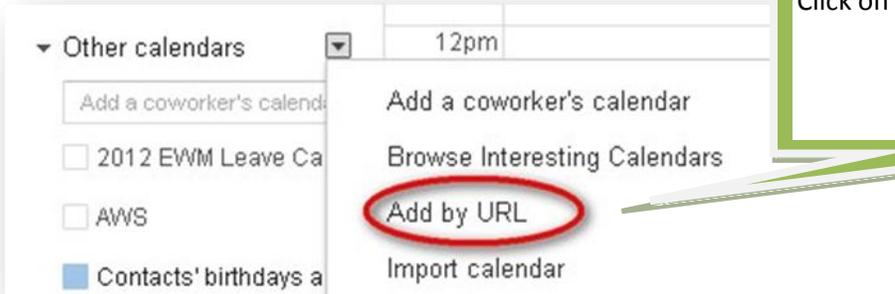
- Log into your Google calendar.
- On the left side of the page, find "Other Calendars" and click on the pull down arrow on the right.

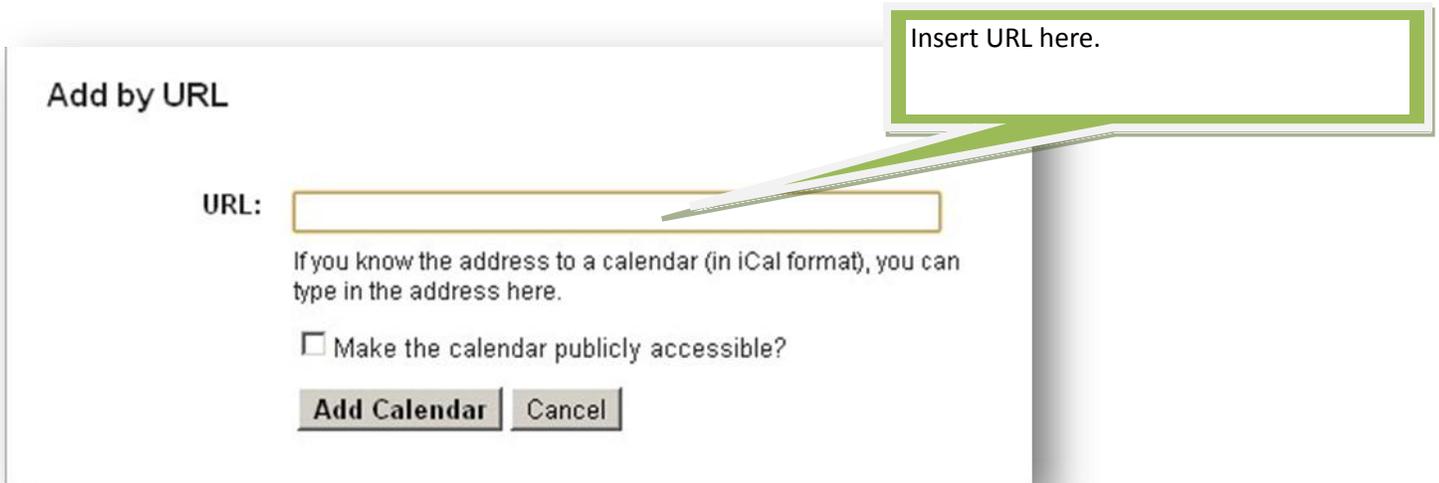Find "Other Calendars" and click on the pull down arrow on the right.

Other calendars

Add a coworker's calendar

Click on "Add by URL."

Click on "Add by URL."

Other calendars   12pm

Add a coworker's calend   Add a coworker's calendar

2012 EWM Leave Ca   Browse Interesting Calendars

AWS   Add by URL

Contacts' birthdays a   Import calendar

Insert this URL :

https://www.google.com/calendar/ical/8uf250scchgqtjulqegqvhg0ik%40group.calendar.google.com/public/basic.ics

Insert URL here.

After you add the URL , click "Add Calendar."

After you add the URL, click on "Add Calendar."

The GSA Payroll calendar will now appear under your "Other Calendars" on the left. You can customize or remove an online iCal calendar just like you would any other calendar under settings.

You will now see the payroll information on your calendar. You can toggle on the payroll calendar to turn it on and off.