

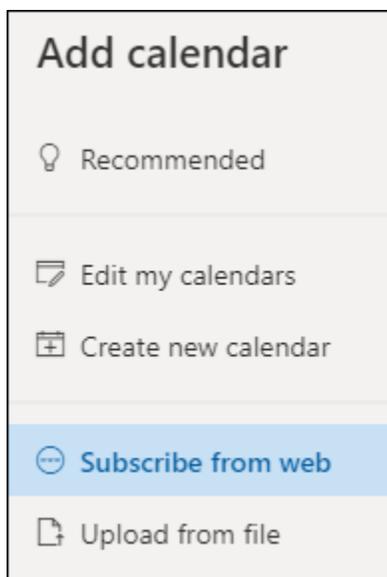
# Subscribe to a Public Holiday Calendar

Stop manually adding holiday dates! Reclaim your time and let our Public Holiday Calendar do the work for you. Subscribe and get automatic updates directly in your Outlook.com calendar.

Heads Up: When you subscribe to a calendar, your calendar will automatically refresh if the other calendar is updated. This can sometimes take more than 24 hours.

Subscribe now:

1. Head to OKTA
2. Select the Office 365 app
3. Select the app launcher in the top left corner 
4. Followed by the Outlook app
5. Select the calendar icon on the left hand bar 
6. In the navigation pane, select **Add calendar**
7. Select **Subscribe from web**.



8. Enter the URL for the calendar
9. Select **Import**

# How to view the Public Holiday Calendar on a PC

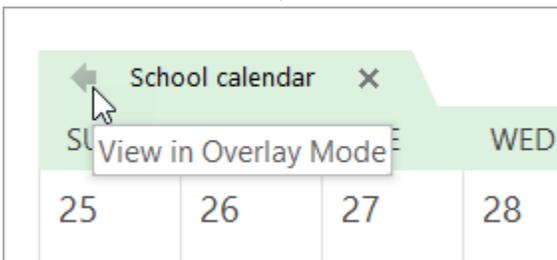
## Open a calendar in side-by-side view in classic Outlook

- In Calendar, in the Navigation Pane, select the check box of another calendar that you want to view.
- The calendar that you selected opens next to the calendar that already appears.



## Overlay the calendars in classic Outlook

1. In Calendar, in the Navigation Pane, select the check box of another calendar that you want to view.
2. The calendar that you selected opens next to calendar that is already displayed. Each successive calendar opens next to the one most recently opened.
3. On the calendar tab, click View in Overlay Mode.



That calendar is now in overlay mode with the one you opened first — usually your default calendar.

4. To add another calendar to the overlay, repeat step 2.

# How to view the Public Holiday Calendar on a Mac

## Open a calendar in side-by-side view in classic Outlook

- In Calendar, in the Navigation Pane, select the check box of another calendar that you want to view.
- The calendar that you selected opens next to the calendar that already appears.



- In the menu bar found at the top of your Mac select 'View'
- Then select 'Overlay'

Using a different version of Outlook? Head [here](#) for more information.