

Online Calendar Company Programme

Open a website (on Google/Safari etc.), log in to Outlook or your Google account and go to calendar view. Then follow these 4 steps to subscribe to our Company Programme calendar. This way the calendar will be updated automatically.

Step 1:
Select „Add calendar“

Step 2:
Select „Subscribe from the web“

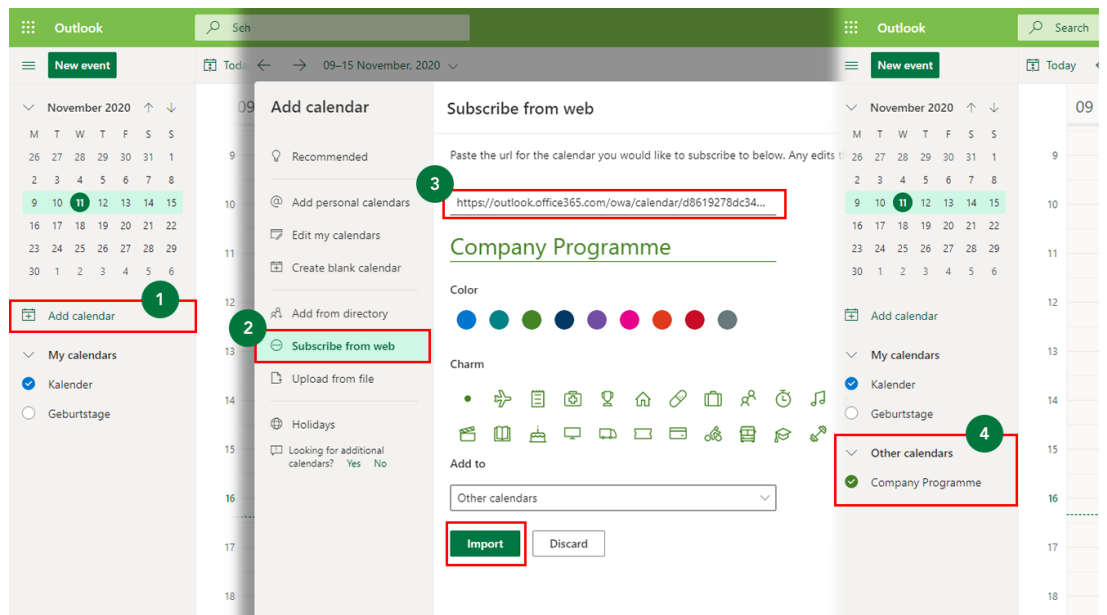
Step 3:
Insert the CP calendar link and select „Import/add calendar“

Link calendar **English:** <https://bit.ly/cpkalenderen>

Step 4:
The calendar is now correctly implemented and visible in the browser and in the app.

If you have problems setting up the calendar, you can always contact us at info@yes.swiss or 043 321 83 72. We are happy to help you.

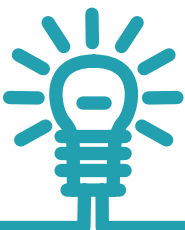
Outlook Calendar



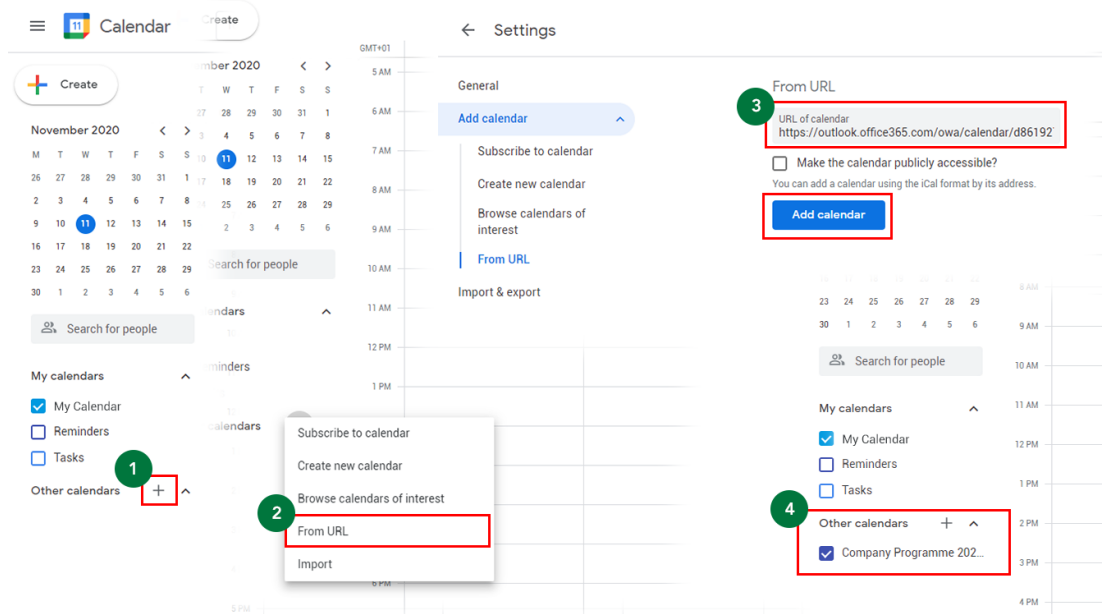
The screenshot shows the Outlook 'Add calendar' dialog box. The steps are numbered 1 through 4:

1. Click on 'Add calendar' in the left sidebar.
2. Click on 'Subscribe from web' in the 'Add from directory' section.
3. Paste the URL 'https://outlook.office365.com/owa/calendar/d8619278dc34...' into the 'Subscribe from web' field.
4. Click on 'Import' in the 'Add to' section.

The resulting calendar is named 'Company Programme' and is visible in the 'Other calendars' section of the Outlook interface.

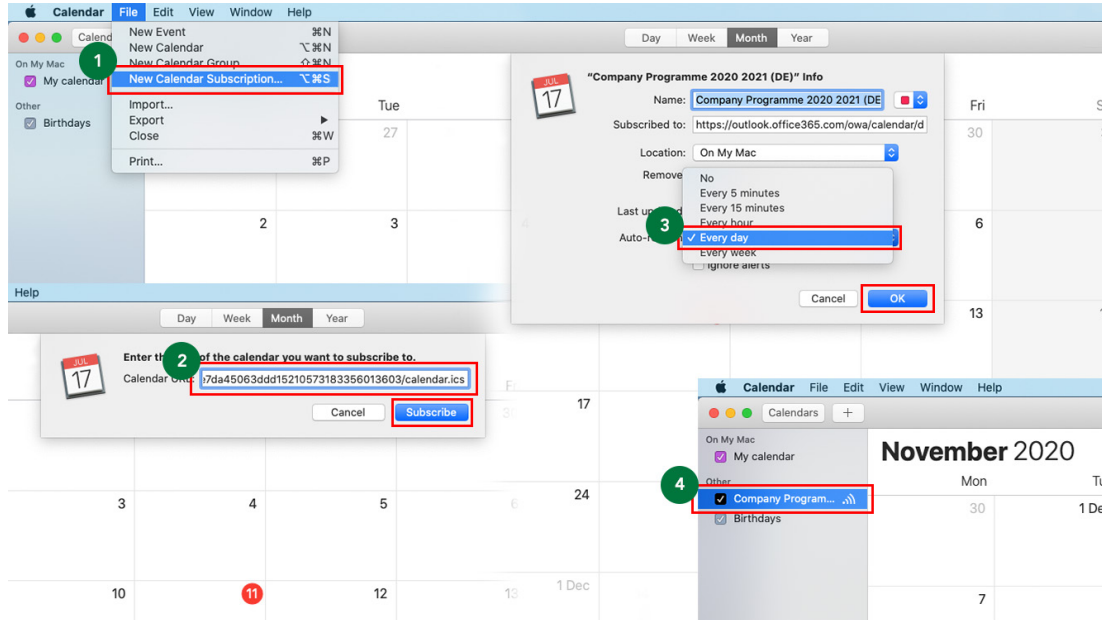


Google Calendar



The screenshot shows the Google Calendar interface with the 'Settings' panel open. The 'Add calendar' dropdown menu is expanded, showing options: 'Subscribe to calendar', 'Create new calendar', 'Browse calendars of interest', 'From URL', and 'Import'. A red box highlights the 'From URL' option, with a green circle '2' next to it. A second 'From URL' dialog box is shown, with a red box around the URL field containing 'https://outlook.office365.com/owa/calendar/d86192' and a green circle '3' next to it. The 'Add calendar' button in this dialog is also highlighted with a red box. In the main calendar view, a red box highlights the '+' icon in the 'Other calendars' section, with a green circle '1' next to it. A third dialog box shows the 'Other calendars' section with a red box around the 'Company Programme 202...' entry, which has a green circle '4' next to it.

Apple Calendar



The screenshot shows the Apple Calendar application interface. The 'File' menu is open, and the 'New Calendar Subscription...' option is highlighted with a red box and a green circle '1'. A dialog box titled '"Company Programme 2020 2021 (DE)" Info' is shown, with a red box around the 'Every day' frequency option and a green circle '3' next to it. The 'OK' button in this dialog is also highlighted with a red box. Below, another dialog box prompts to 'Enter the URL of the calendar you want to subscribe to.' with a red box around the URL field containing 'https://outlook.office365.com/owa/calendar/d86192/calendar.ics' and a green circle '2' next to it. The 'Subscribe' button in this dialog is highlighted with a red box. Finally, the 'Calendars' sidebar is shown with a red box around the 'Company Program...' entry, which has a green circle '4' next to it.

