

Below are the directions about how to access the calendar and add it to your Google calendar.

1. On your computer, open [Google Calendar](#).
2. On the left, next to "Other calendars," click Add + > **Subscribe to calendar**.
If the calendar has been shared with you, you'll get an email.
3. In the "Add calendar" box, enter <calendaretsboa@gmail.com>
4. Press **Enter**.
5. Depending on whether their calendar is shared, one of the following happens:
 - **If the calendar isn't shared with you**, we'll prompt you to request access.
 - **If the calendar is already shared with you**, their calendar will be added on the left side under "Other calendars."