

Adding 2026–2027 SC HOSA Events to Your Outlook Calendar

You have two choices. Both options add the same SC HOSA events.

OPTION 1

Add the events to a calendar you already use.

OPTION 2

Create a separate SC HOSA calendar first.

Which option should I choose?

Choose Option 1 if you want SC HOSA events mixed with your current appointments.

Choose Option 2 if you want a separate calendar that you can show, hide, or remove easily.

Important: These pictures show Outlook on the web. Menu names may look slightly different in another version of Outlook.

OPTION 1

Add events to your existing Outlook calendar

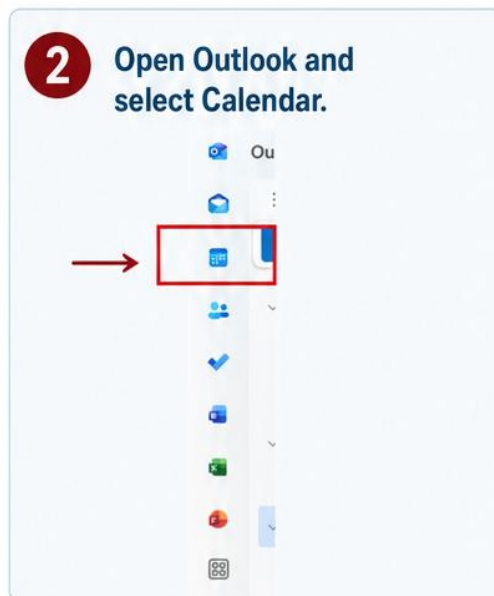
Before you begin: Download the SC HOSA calendar file. Your browser will usually place it in the Downloads folder.

[CLICK HERE TO DOWNLOAD THE SC HOSA CALENDAR \(.ics\)](https://outlook.office365.com/owa/calendar/3364ff425dec48d2bb6221559d76bee5@schosa.org/b03bb71dc03c4ae9861ae25e1385a1b815714375066076064070/calendar.ics)

<https://outlook.office365.com/owa/calendar/3364ff425dec48d2bb6221559d76bee5@schosa.org/b03bb71dc03c4ae9861ae25e1385a1b815714375066076064070/calendar.ics>

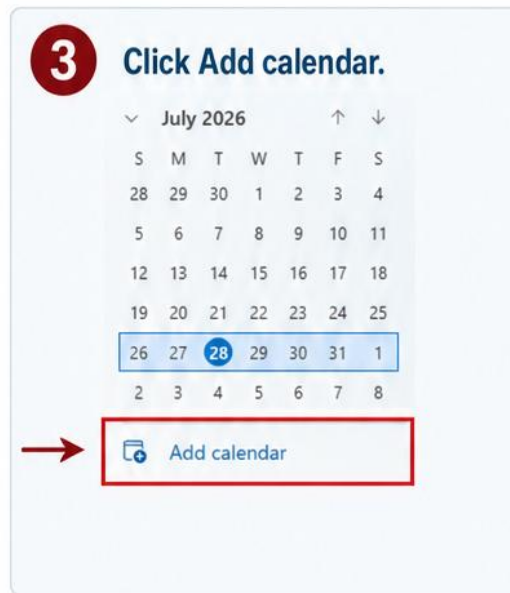
Step 2 — Open Outlook and select Calendar

Look for the small calendar icon on the left side of the Outlook window.

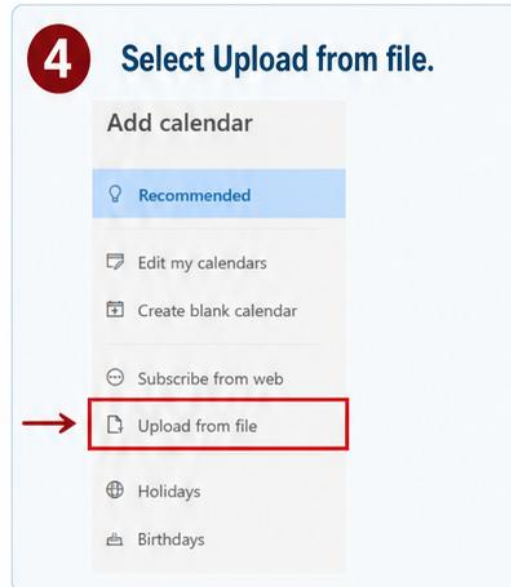


Step 3 — Select Add calendar

The button is usually below the small monthly calendar.



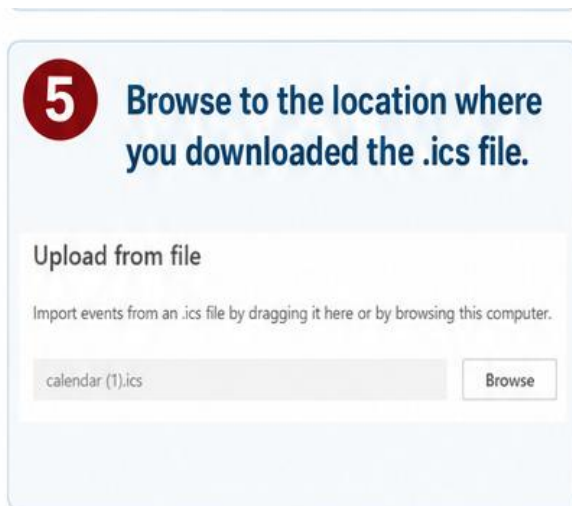
Step 4 — Select Upload from file



OPTION 1 — CONTINUED

Step 5 — Find the file you downloaded

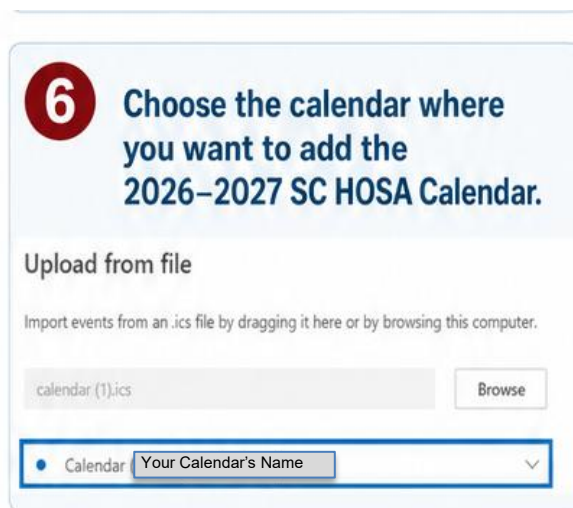
Select Browse. Open your Downloads folder, choose the file ending in .ics, and select Open.



The screenshot shows a light blue rounded rectangle containing a red circle with the number 5. To the right of the circle is the text "Browse to the location where you downloaded the .ics file." Below this is a section titled "Upload from file" with the instruction "Import events from an .ics file by dragging it here or by browsing this computer." There is a text input field containing "calendar (1).ics" and a "Browse" button to its right.

Step 6 — Choose your existing calendar

Use the calendar drop-down list. Select the calendar where you want the SC HOSA events to appear.

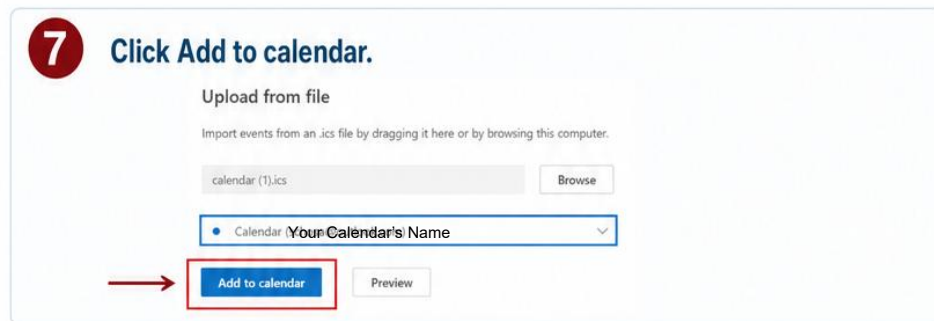


The screenshot shows a light blue rounded rectangle containing a red circle with the number 6. To the right of the circle is the text "Choose the calendar where you want to add the 2026–2027 SC HOSA Calendar." Below this is a section titled "Upload from file" with the instruction "Import events from an .ics file by dragging it here or by browsing this computer." There is a text input field containing "calendar (1).ics" and a "Browse" button to its right. At the bottom, there is a dropdown menu with a blue border. The dropdown has a radio button next to the word "Calendar" and a text field containing "Your Calendar's Name". A downward arrow is visible on the right side of the dropdown.

Pause and check: Make sure the correct calendar is selected before continuing. This is the calendar that will receive all SC HOSA events.

Step 7 — Select Add to calendar

Wait a moment while Outlook imports the events.



Finished: Open the calendar and check for SC HOSA events. If you do not see them, make sure the calendar is checked in your calendar list.

OPTION 2

Create a separate SC HOSA calendar

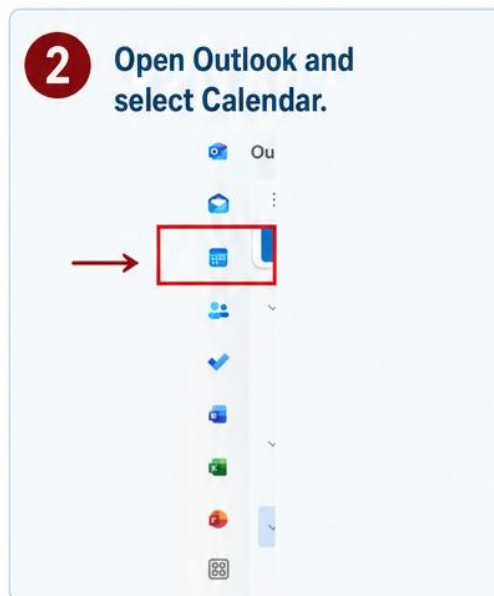
Before you begin: Download the SC HOSA calendar file. Your browser will usually place it in the Downloads folder.

[CLICK HERE TO DOWNLOAD THE SC HOSA CALENDAR \(.ics\)](https://outlook.office365.com/owa/calendar/3364ff425dec48d2bb6221559d76bee5@schosa.org/b03bb71dc03c4ae9861ae25e1385a1b815714375066076064070/calendar.ics)

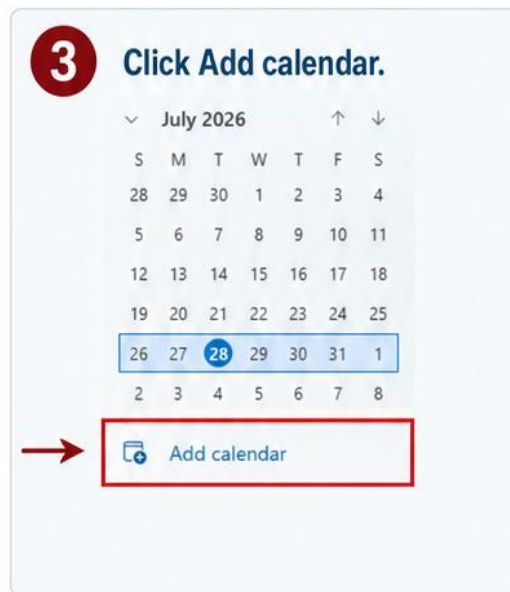
<https://outlook.office365.com/owa/calendar/3364ff425dec48d2bb6221559d76bee5@schosa.org/b03bb71dc03c4ae9861ae25e1385a1b815714375066076064070/calendar.ics>

Step 2 — Open Outlook and select Calendar

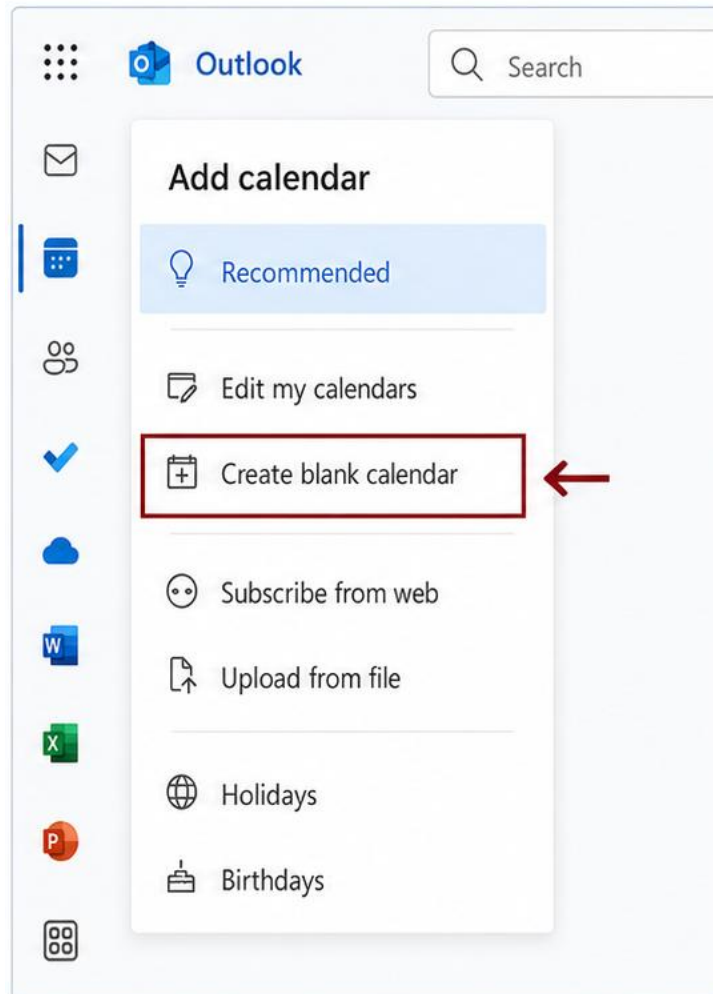
Look for the small calendar icon on the left side of Outlook.



Step 3 — Select Add calendar



Step 4 — Select Create blank calendar



OPTION 2 — CONTINUED

Step 5 — Name your new calendar

A clear name is “2026–2027 SC HOSA Calendar.”

Step 6 — Choose “Other calendars” and save

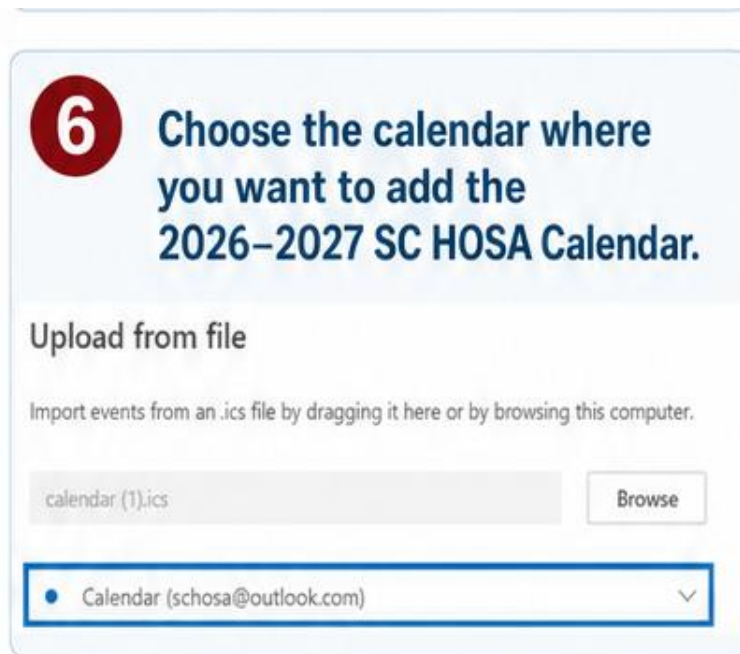
Open the Add to drop-down list, select Other calendars, and then select Save.

The screenshot shows the 'Create blank calendar' dialog box. The 'Calendar name' field is filled with '2026–2027 SC HOSA Calendar'. The 'Add to' dropdown menu is set to 'Other calendars'. The 'Color' section displays a grid of 14 color swatches. The 'Save' button is highlighted with a red box and an arrow pointing to it from the left. The 'Add to' dropdown is also highlighted with a red box and an arrow pointing to it from the right.

Step 7 — Import the SC HOSA events

Return to Option 1 and follow Steps 1–7. At Option 1, Step 6, choose the new “2026–2027 SC HOSA Calendar” from the calendar drop-down list.

Most important part: At Option 1, Step 6, select your newly created SC HOSA calendar—not your regular calendar.



The screenshot shows a dialog box titled "6 Choose the calendar where you want to add the 2026–2027 SC HOSA Calendar." The dialog has a light blue header and a white body. Under the heading "Upload from file", it says "Import events from an .ics file by dragging it here or by browsing this computer." There is a text input field containing "calendar (1).ics" and a "Browse" button to its right. At the bottom, there is a dropdown menu with a blue border, showing "Calendar (schosa@outlook.com)" with a downward arrow on the right.

REMOVE A CALENDAR

How to delete the separate SC HOSA calendar

Use with care: Removing a calendar deletes that calendar from your Outlook view. Be sure you have selected the correct calendar.

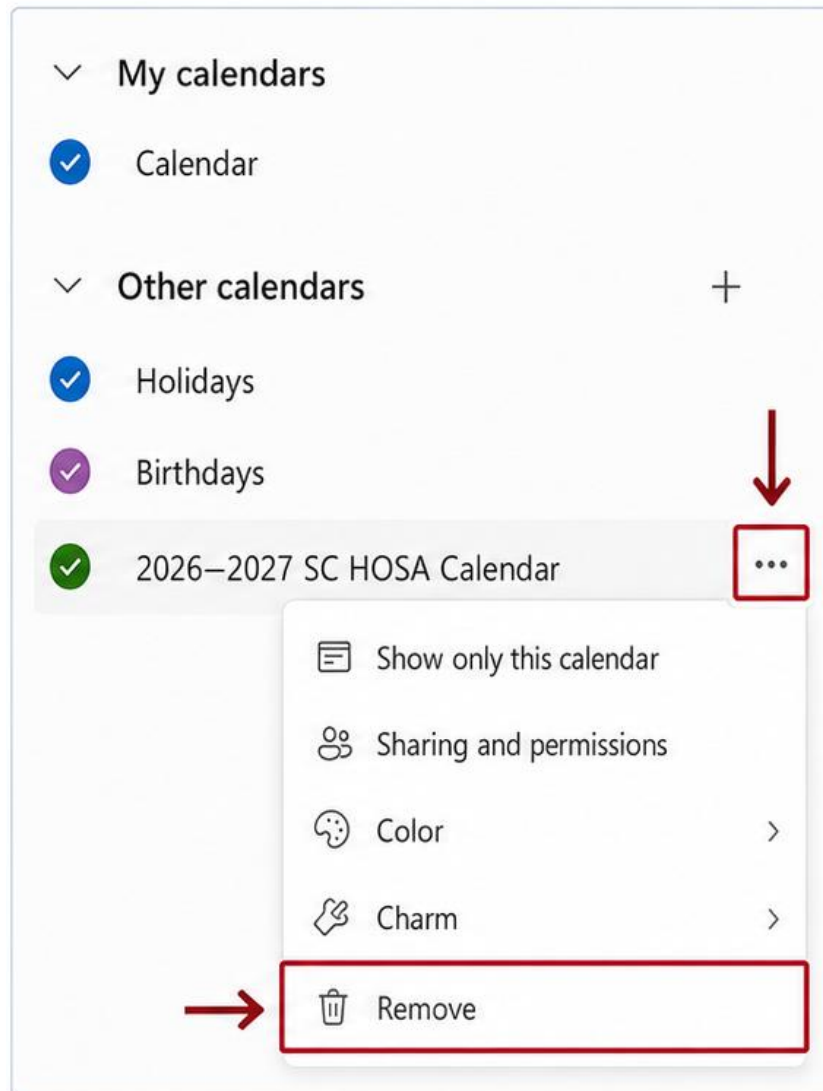
Step 1 — Open Outlook and select Calendar

Step 2 — Find the calendar in your calendar list

Point to the calendar name you want to remove.

Step 3 — Select the ellipsis (...) beside the calendar

Step 4 — Select Remove



Reminder: If Outlook asks you to confirm, read the message carefully and confirm only if the correct calendar is named.