# Calendar: How to Subscribe to a Calendar

## Subscribing to a Calendar

If you need to refer to or perform tasks in user's calendars frequently, you can subscribe to their calendars. Subscribing to a calendar puts it on your Calendars list and gives you instant access to it. You use the Calendars Search tool to subscribe to other people's calendars. Subscribing to a calendar does not give you any particular permission for it. The calendar's owner always controls what permissions you have to the calendar.

To subscribe to a calendar, complete the following procedure:

1. From the Calendars tab, click Subscribe.
   
   The Calendars Search window opens, allowing you to search for the calendars you wish to subscribe to.

2. In the text input box, enter the calendar name, calendar ID, or user ID of the owner of the calendar you are searching for.
   
   If you do not know the exact spelling, you can enter a fragment. For example, you could enter "steph" to search for John Stephensen. This search is not case sensitive.

3. (Optional) To help limit the number of search results you get back, use the pull-down menus to the left of the text input box.
   
   The left-most pull-down menu options are: name or ID, name, primary owner, ID. (Calendar ID.)

   The right pull-down menu options are: contains and begins with.

4. Click Search.
   
   The results are listed. You may see multiple results. The results are presented in a tabular format. Each calendar ID has a checkbox next to it.

5. Select one or more calendars you want to add by selecting the checkbox next to each name.

6. (Optional) Click Apply if you want to keep the Search window open and perform other searches.
   
   Your selected calendars appear in a double-columnned list of calendar IDs below your search results.

7. (Optional) If you change your mind, you can remove any of the already selected calendars by clicking the checkbox to deselect the calendar.

8. Click OK, when you have finished searching and selecting calendars.

   The Calendars Search window closes and the calendar IDs you selected are added to your list of calendars in the Calendars tab.