Subscribe to Tax Calculator

Subscribe using Outlook 365

1. Open Outlook 365
2. Click on the Calendar icon on the bottom left next to the Mail icon
3. Click the "+ Add" button on the top right toolbar and click "From Internet..."
4. Follow the instructions on the IRS website to select your calendars based on your needs:
    a. https://www.tax.gov/calendar/subscribe/
5. Click the "Add" button
6. Click "Yes" on the popup dialog or "Advanced" and change the calendar name and description if you so desire.

Notes:

Outlook 365 will update the Tax Calendar every time you send and receive email

To display or hide the Tax Calendar, click the box next to the calendar name under "Other Calendars"

Subscribe using Outlook 2010

1. Open Outlook 2010
2. Select "Tools" then "Account Settings..."
3. Choose the "Internet Calendar" tab and click "New..."
4. Follow the instructions on the IRS website to select your calendars based on your needs:
    a. https://www.tax.gov/calendar/subscribe/
5. Click the "Add" button

6. The "Subscription Options" window should pop up
7. Change the calendar name and description if you so desire
8. Click "OK"

Notes:

Outlook 2010 will update the Tax Calendar every time you send and receive email

To display or hide the Tax Calendar, click the box next to the calendar name under "Other Calendars"

Subscribe using iCal

1. Open iCal
2. Select "Calendar, Subscribe"
3. Follow the instructions on the IRS website to select your calendars based on your needs:
   a. https://www.tax.gov/calendar/subscribe/
4. Click "Subscribe"
5. There are no Alarms, Attachments or To Do, so disregard these boxes.
6. Select a refresh period other than "No" from the "auto-refresh" dropdown box.
7. Click "Okay"

Notes:

All events in these calendars are all day events and will appear in the all day section of iCal.

You may hide or display the Tax Calendars by clicking the check box next to the name.

You can remove the Tax Calendar by selecting the title and pressing delete.

In order to be up to date, it is recommended that you select a refresh period rather than leaving it set to the default, which is no refresh rate.