

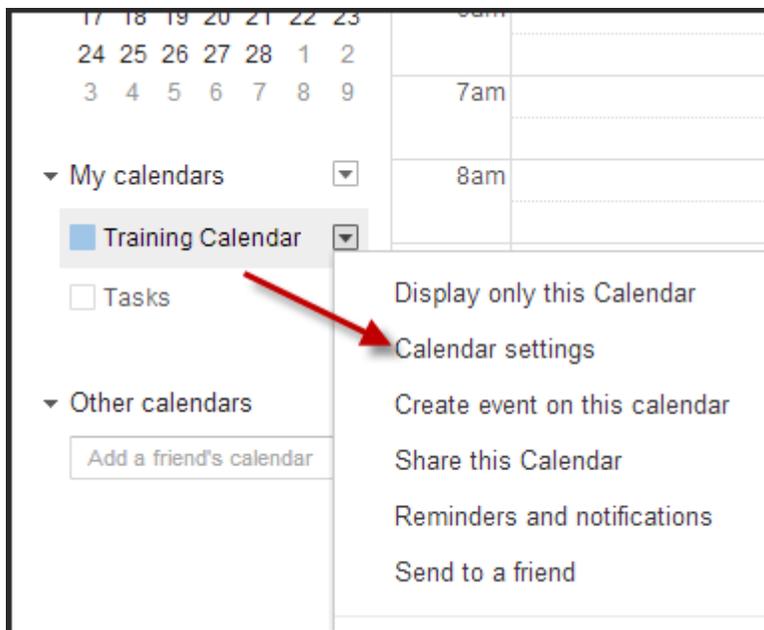
Subscribing to a Google Calendar

In our current environment, it is not uncommon to collaborate with other people who may not use or have access to an Exchange calendar at Tufts. In these circumstances, it can prove helpful to subscribe to a Google calendar in order to maintain an accurate schedule that can be made available to multiple people. This guide will lead you through the steps necessary to subscribe to a Google calendar using many common calendaring applications.

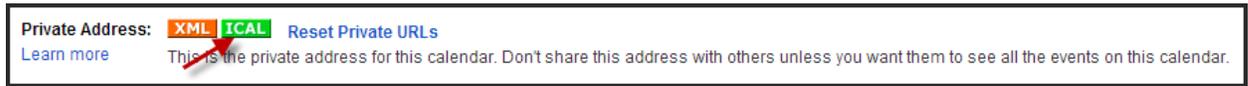
Note: To make changes to a subscribed calendar, a calendar owner must use the Google calendar website. Any changes to the calendar made at the application level are not uploaded to the Google calendar. Essentially, this is analogous to a one-way communication. The subscription will periodically download events to the calendar, but it will never update changes from outside of the website.

Determine the URL

1. Log in to your Google account which owns the calendar.
2. In the left column, under **My Calendars**, mouse over the calendar to which you want to subscribe until a downward facing arrow appears to the right of the calendar name.
3. Click on the downward facing arrow. In the window that appears, click **Calendar settings**.

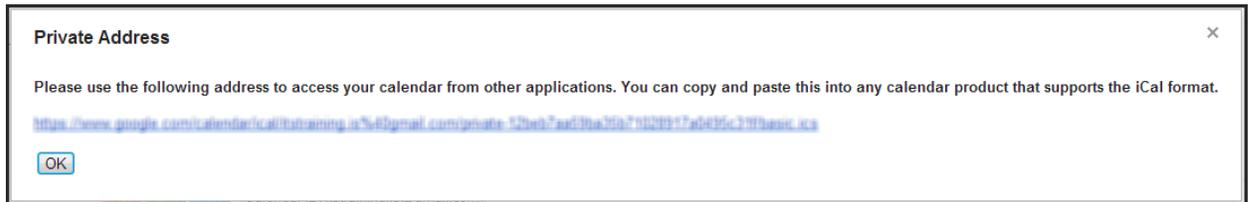


- The screen will refresh to a new window. In the lower portion of the window, locate the text **Private Address:** and click the green **ICAL** button.



- A pop-up window will appear revealing the URL needed to subscribe to the calendar. Select the text and copy its contents to your clipboard (Control + C on Windows, Command + C on a Mac). Do not click on the link as it will download a snapped shot version of the calendar instead.

Note: This URL should not be made public as it will allow the details of the calendar to be visible to anyone with the URL.



- Click **OK** when done.

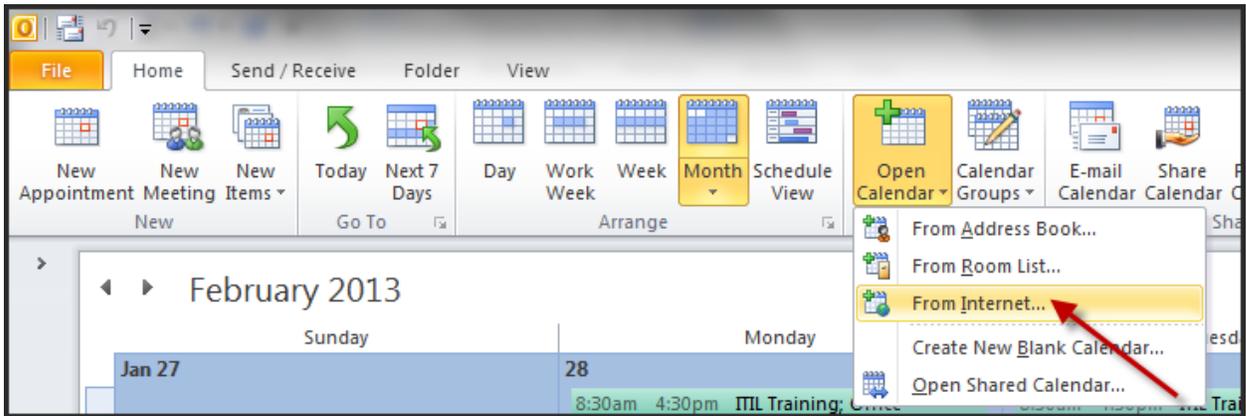
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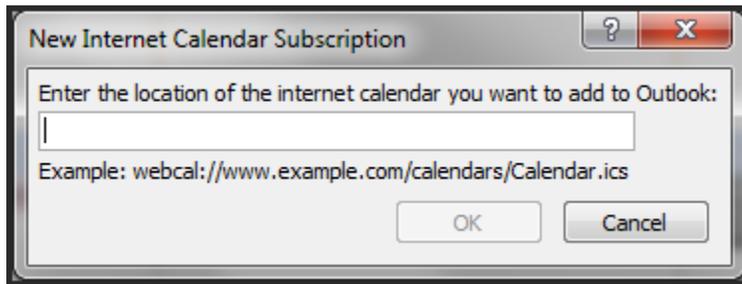
Creating the Subscribed Calendar

Outlook 2010

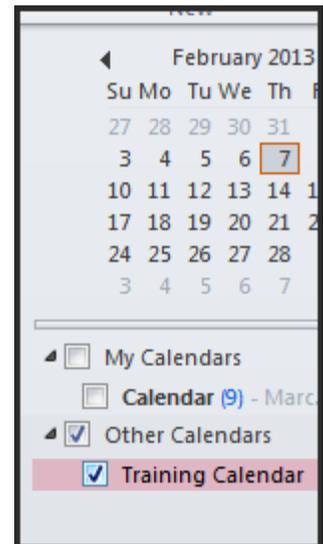
1. In Outlook 2010, change to the Calendar view by clicking **Calendar** in the Navigation pane on the left side of the application window.
2. On the **Home** ribbon, locate the **Open Calendar** icon in the Manage Calendars group.
 - a. Using the drop-down list, click **From Internet...**



- b. A new window will appear. **Paste the link** from above into the box and click **OK**.

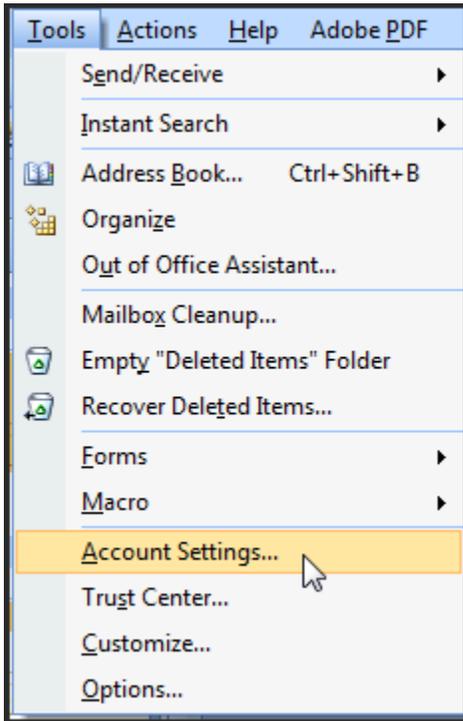


- c. Click **Yes** when prompted to add the subscribed calendar to your Outlook profile.
3. By default, the subscribed calendar will automatically appear in the list of calendars on the navigation pane in a group labeled **Other Calendars**.
 - a. Use the check box to make the calendar visible when desired.

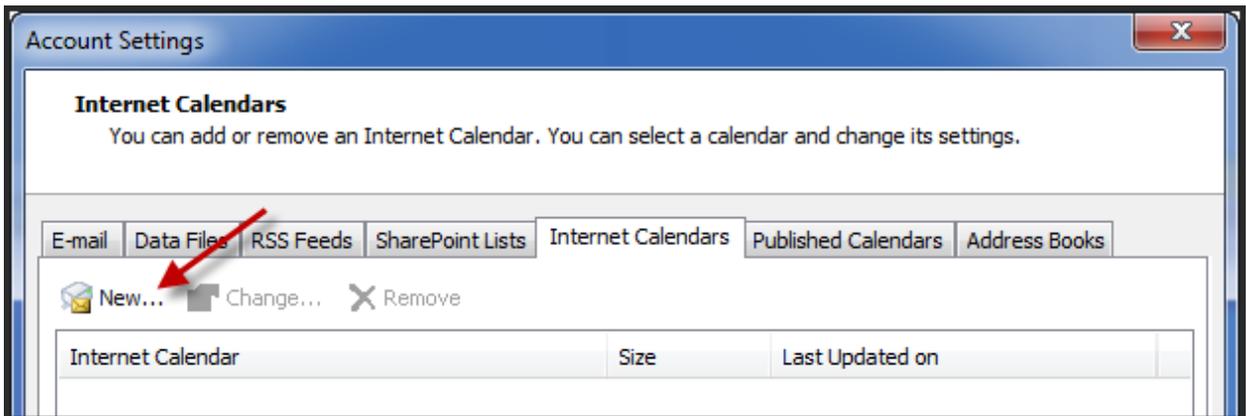


Outlook 2007

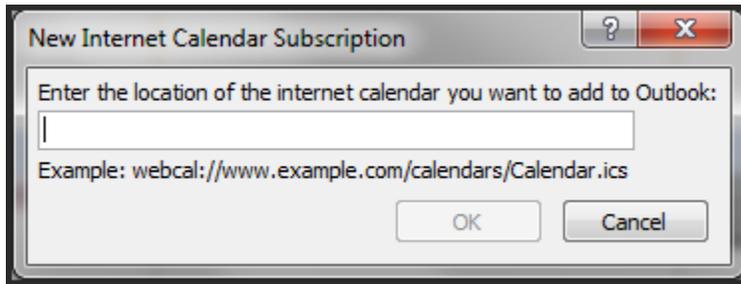
1. In Outlook 2007, click on the **Tools** drop-down menu. From the list, click **Account Settings**.



2. A new window will appear. Click the tab labeled **Internet Calendars**.
3. Click the button labeled **New...**



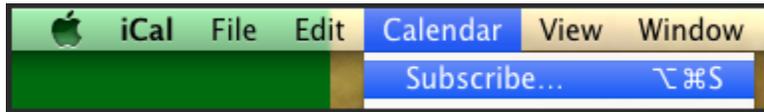
4. In the new window that appears, **paste the link** from above into the box and click **OK**.



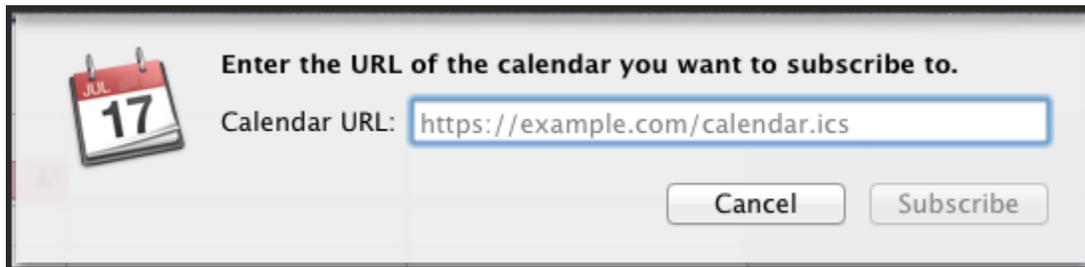
5. Another window labeled **Subscription Options** will appear. Give the subscribed calendar an appropriate name and click **OK** to continue.
6. By default, the subscribed calendar will automatically appear in the list of calendars on the navigation pane in a group labeled **Other Calendars**.
 - a. Use the check box to make the calendar visible when desired.

Apple iCal

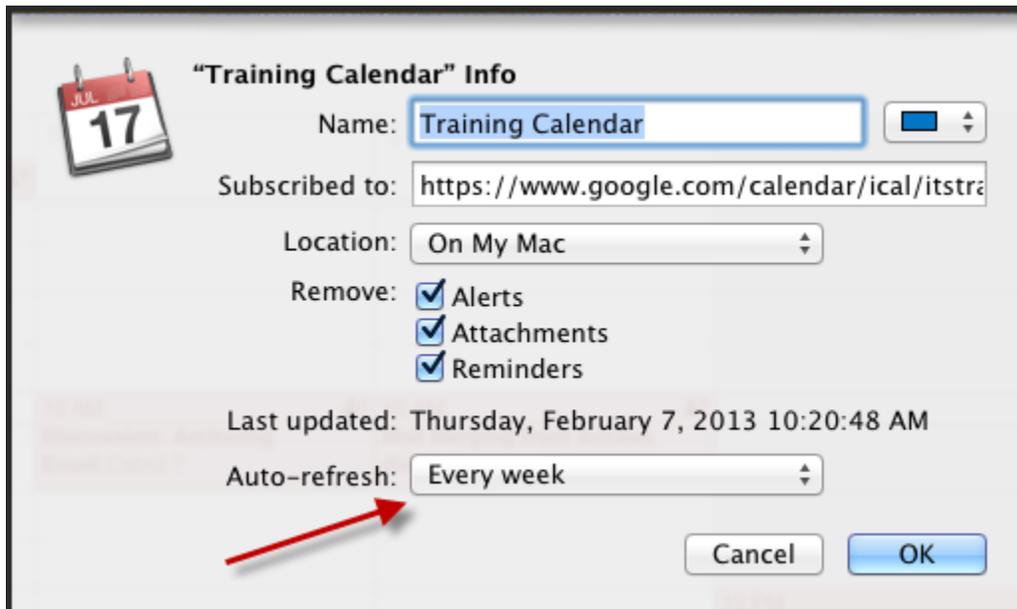
1. In iCal, click **Subscribe** using the **Calendar** drop-down menu.



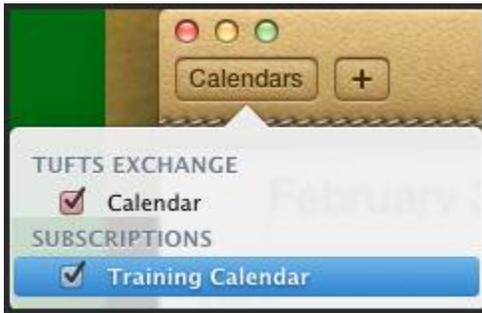
2. **Paste the link** from above into the pop-up window that appears. Click **Subscribe**.



3. Another window will appear allowing you to customize the subscription options. Give the subscribed calendar an appropriate name and choose how often to update calendar events using the drop-down menu. Choose a personal color for the subscribed calendar if desired. Click **OK** when ready to continue.



4. The subscribed calendar will be listed with your other calendars in iCal.
 - a. Use the check box to make the calendar visible when desired.



Apple iPhone

1. Open the **Settings** app on the iPhone.
2. Scroll down the list and touch **Mail, Contacts, Calendars**.
 - a. Touch **Add Account...**
 - b. From the list of accounts, touch **Other**.
 - c. Touch **Add Subscribed Calendar**.
3. Type in the address obtained from above in the box labeled **Server**.
4. Touch **Next** and then **Save**.



Thanks to Jeanne-Marie Musca for providing this screenshot.