

## Using an iCal Feed

Subscribing to a calendar's iCal feed is a great way to have the events be added to your 'personal' calendar automatically. While there are many programs that use iCal, the two that will be highlighted in this article are I-Phone and Google Calendar.

Adding an iCal feed to your Google Calendar

1. Click on the iCal icon for the calendar that you would like to follow.

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iCal Feed address: http://www.novi.k12.mi.us/iCal.ashx?feed_id=1-home_tab_1_right	
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- 2. Copy the "iCal Feed address"
- 3. Open a browser and go to your Google Calendar page. In the left-hand side find where it says, "Other Calendars". Click on the arrow to the right of that to view a menu.

	12pm	
<ul> <li>Other calendars</li> </ul>		
Add a friend's calendar	Add a friend's calendar	
	Browse Interesting Calendars	
	Add by URL	
	Import calendar	
	Settings	

- 4. Click on the "Add by URL" option.
- 5. Paste the address copied in step 2 above into the URL field, then click the "Add Calendar" button.

Add by URL		×
URL:	If you know the address to a calendar (in iCal format), you can type in the address here.  Make the calendar publicly accessible?  Add Calendar Cancel	

6. You should now see the events on your calendar.



## Adding an iCal feed to an iPhone or iPad

1. From a computer, click on the iCal icon for the calendar that you would like to follow.

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«	December 2012	>>
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2. Copy the "iCal Feed address".

## iCal Feed

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iCal Feed address:	http://www.novi.k12.mi.us/iCal.ashx?feed_id=1-home_tab_1_right

- 3. Send the address in an e-mail to an account that you can read on the iPhone or iPad.
- 4. Open the e-mail on your iPhone or iPad
- 5. Hold your finger on the address until a list of options appears.
- 6. Select "Copy".



- 7. Go to the Settings section of the phone and then open "Accounts & Passwords"
- 8. Select "Add Account" then "Other" at the bottom of the list of accounts.
- 9. Select "Add Subscribed Calendar".

at., AT&T 🗢	2:27 PM	
Mail		
Add Mail Ac	count	>
Contacts		
Add LDAP A	Account	>
Add CardDA	AV Account	>
Calendars		
Add CalDA	Account	>
Add Subscr	ibed Calendar	>



10. Now place and hold your finger in the "Server" box until the magnifying glass appears,



- 11. When you release your finger, you'll see the option to "Paste".
- 12. Tap on paste to put the address of your calendar into the box.
- 13. Select Next.
- 14. Type a helpful name for this calendar into the "Description" box then "Save".



15. Now open your calendar to verify that the events are appearing. You may have some of your calendars hidden. To make sure that you are showing the new calendar, tap on the "Calendars" button and make sure that there is a check in front of your Subscribed Calendar.