

### **How to subscribe to a public calendar using the calendar address on an Android Phone**

1. Click the down-arrow next to Other calendars
2. Select Add by URL from the menu
3. Find the address of the Google Calendar in iCalendar format, or if you have the iCalendar address of a calendar from a different application (for example, Apple's iCal), you can use this as well.
4. Enter the address in the field provided
5. Click the Add Calendar button. The calendar will appear in the Other Calendars section of the calendar list to the left.

Then, in the Calendar app, or S Planner, on your phone choose the additional calendars to display.

### **How to subscribe to a public calendar using the calendar address on a Computer using your Gmail Account**

You can only add a calendar using a link if the other person's calendar is public.

1. On your computer, open Google Calendar.
2. On the left side, find "Other calendars" and click the down arrow .
3. Select Add by URL.
4. Enter the calendar's address in the field provided. The address needs to be an ICAL link.
5. Click Add calendar. The calendar will appear on the left side under "Other calendars."

### **How to subscribe to a public calendar using the calendar address on a iPhone**

You can add the events from the District's on line calendar directly to your phone.

1. On your phone, go to the District's Calendar page.
2. Select "Link".
3. From your phone you may choose Add All Events or you may select individual events.
4. If you choose add individual events, you will need to reselect "Link" from the District's Calendar page.