

How to subscribe to the QED-C events calendar

Google Calendar

- 1. On your computer, open Google Calendar.
- 2. On the left, next to "Other calendars," click Add + > From URL.
- 3. Enter the preferred Google calendar URL:

QED-C Events (all events/all TAC meetings) https://calendar.google.com/calendar/ical/c 1chm8fgorp10rggu7em1au3f0o%4 Ogroup.calendar.google.com/public/basic.ics

4. Click Add calendar. The calendar appears on the left, under "Other calendars."

Tip: It might take up to 12 hours for changes to show in your Google Calendar.

iCal/Apple Calendar

- 1. On your computer, open Apple Calendar 🖾.
- 2. In the top left corner of your screen, click File > New Calendar Subscription
- 3. Enter the URL for the ical format of the preferred QED-C Calendar:

QED-C Events (all events/all TAC meetings) https://calendar.google.com/calendar/ical/c 1chm8fgorp10rqgu7em1au3f0o%4 Ogroup.calendar.google.com/public/basic.ics

4. Select how often you prefer the calendar to refresh. We suggest "every day"

0 = • (C) (S)						
	Septembe	er 2022			< т	oday >
🖾 Work		Mon Tu	e Wed	Thu	Fri	
Other Birthdays	"QED-	C Events" Info	21	Con 1	2	3
🖸 US Holidays 📣	17	Name: QED-C Ev	vents			
	S	ubscribed to: https://ca	lendar.google.com/calend	dar/ical/c_1c	9	
		Location: On My M	ac	0		
		Remove: 🗹 Alerts 🗹 Attach .ast updated: Never	ments		16	17
		Auto-refresh: Every da	y alerts	0	23	24
			Cancel	ОК	20	
September 2022 > 5 M T W T F S 28 28 30 31 1 2 3 4 5 6 7 8 2 10	Rosh	Hasha			30	Uur (
11 12 13 14 15 16 17 18 19 20 30 22 23 24 25 26 27 28 29 30 1			4 5 Yom Kippur			

5. Click OK. The calendar will appear on the left under "Other calendars."

Outlook for PC

- 1. In Outlook, click File > Account Settings > Account Settings.
- 2. On the Internet Calendars tab, click New.



3. Paste the preferred calendar URL into the text box:

QED-C Events (all events/all TAC meetings) <u>https://calendar.google.com/calendar/ical/c 1chm8fgorp10rqgu7em1au3f0o%4</u> <u>Ogroup.calendar.google.com/public/basic.ics</u>

4. On the Internet Calendars tab, click New.



5. Paste the preferred calendar URL into the text box:

QED-C Events (all events/all TAC meetings) https://calendar.google.com/calendar/ical/c 1chm8fgorp10rggu7em1au3f0o%4 Ogroup.calendar.google.com/public/basic.ics

6. On the Internet Calendars tab, click New.



7. Paste the preferred calendar URL into the text box:

QEDC Events (all events/all TAC meetings)

https://calendar.google.com/calendar/ical/c_1chm8fgorp10rqgu7em1au3f0o%4 Ogroup.calendar.google.com/public/basic.ics

by pressing CTRL+V, and click **Add**.



8. In the Folder Name box, type the name of the calendar as you want it to appear in

esex.					
Epider Name:	Geogle				
Internet Calendar:					
Laution	https://www.google.com/calendae/kai/thgiaoglinuh/ljekbr/hwd74 40prova.calendar.google.com/private. b/Md2742625d2117010a8195H42a7ad/basic.ics				
Dysolution	Anne s Google Calendar				
$\ensuremath{\mathcal{D}}$ Display this salendar gn other computers with the account:	armen @contoco.com				
Itachenents					
Download attachments for items in this inferred Calendar					
Ipdale Limit					
Update this subscription with the publiciter's recommendati groups do not update more frequently than the recommend your subscription from possibly being cancelled by the control	un. Send-Wexenie and Sout to prevent and preventer.				

Outlook, and then click **OK**.

9. The calendar should now appear in your list of calendars under <u>Other Calendars</u>. It will not show events on your calendar and must be selected from the list to view events. You can drag to copy events to your calendar but they may not automatically update.

When you start Outlook, it checks Google Calendar for updates and downloads any changes. If you keep Outlook open, it also periodically checks for and downloads updates. (Google Calendar tells Outlook how often to check for updates.)

Outlook for MAC (OS Big Sur)

Outlook for Mac currently does not support *adding* an Internet calendar, however, there is a workaround to have one show up. Please note, the displayed image may not reflect the settings in your organization's outlook for web:

- 1. Login into the web version of outlook: https://outlook.office365.us/
- Select the app launcher (the 9 dot grid) at the <u>top left</u>, then click calendar. This icon may also be in a left menu beneath the 9 dot grid depending on your organization



- 3. Select add calendar
- 4. Select subscribe from web

5. Paste the preferred calendar URL into the box

QED-C Events (all events/all TAC meetings)

https://calendar.google.com/calendar/ical/c_1chm8fgorp10rqgu7em1au3f0o%4 Ogroup.calendar.google.com/public/basic.ics

- Name the calendar and make any of the customizations selection to your preference.
- 7. Click import to add the calendar.
- The calendar should now appear in your list of calendars under <u>Other</u> <u>Calendars.</u> It will not show events on your calendar and must be selected from the list to view events. You can drag to copy events to your calendar but they may not automatically update.
 - My Calendars



9. The calendar should now be visible within Outlook for Mac. If not, close the application and restart. It will be under your shared calendars as the name given upon adding.