

Kennedy Choirs Calendar - How to View

There are 6 different calendars on the calendar page. The page will default to show all.

Kennedy Choirs - all events except rehearsals and retreats

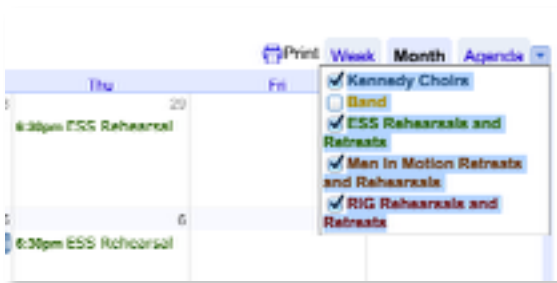
Band

ESS Rehearsals and Retreats

Men In Motion Retreats and Rehearsals

RIG Rehearsals and Retreats

ConBrio



To view only certain calendars, click on the drop down arrow next to *Agenda* and uncheck the calendars you do not wish to see.

Use the *Week* tab to view one week of calendar. Use the *Agenda* tab to view all items in a list

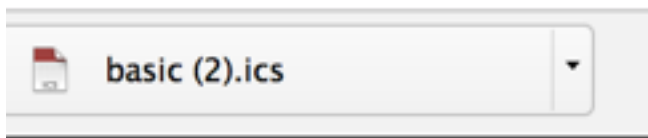
Kennedy Choirs Calendar - How to Subscribe

Subscribing to a calendar will add the calendar to your iCal, Google, or Outlook calendar
iCal

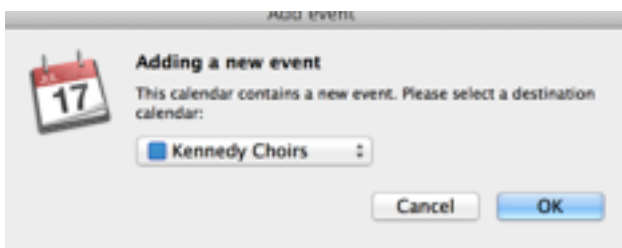
1. Choose the calendar you wish to subscribe to at bottom of page, by clicking link:



2. A file with an .ics extension will download. Open the file.



3. iCal will open and an *Add Event* box will pop up. Choose the appropriate calendar then click *OK*. This will add all the events to a new calendar in iCal.



Google Calendar

1. On the right-side, bottom of calendar, click on the “+” next to *Google Calendar*.




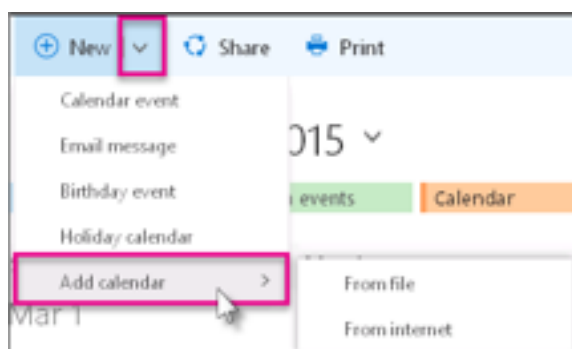
2. Google will prompt you to log into your Google (gmail) account if not already and then the following screen will appear:



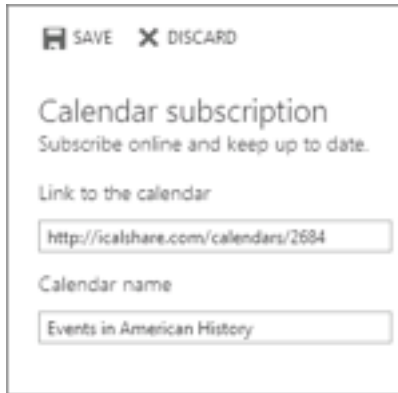
3. Choose the calendars you wish to add or add all.

Outlook

1. On the Outlook navigation bar, click the App Launcher , and then click Calendar.
2. Under the Outlook Calendar navigation bar, click the New down arrow, and click Add calendar.



- 3 Click From internet, and in the Link to the calendar box, type or copy and paste the web address of the calendar. **



SAVE DISCARD

Calendar subscription
Subscribe online and keep up to date.

Link to the calendar

Calendar name

- 4 In the Calendar name box, enter a name for the linked calendar.
- 5 Click Save.

**TIP: You can get the web address of the calendar by hovering over the “Subscribe to iCal” link of the calendar you wish to subscribe to.



TIP: Whenever events change on an iCal, Outlook.com and Outlook on the web can take more than 24 hours to update your calendar.