Instructions for Adding BUA School Calendar to Personal Calendars

BUA Calendar Web Address: <u>http://www.bu.edu/phpbin/calendar/ical2.php?id=1327</u>

Desktop: Ical (Mac)

- 1. In Calendar, choose File > **New Calendar Subscription**.
- 2. Enter the BUA Calendar's web address, then click **Subscribe**. <u>http://www.bu.edu/phpbin/calendar/ical2.php?id=1327</u>
- 3. Enter a name for the calendar and choose a color to help you identify it on your calendar.
- 4. Choose either **On My Mac or iCloud** from the Location menu, then click OK.

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Gym Personal	Subscribed to: https://p62_colondors.icloud.com/holidays/us_6 On My Mac Location V iCloud Remove: V Alerts	5	6
Other Ø Birthdays Ø Siri Found in Apps	Attachments Last updated: December 31, 1 at 6:09:24 PM GMT-5:50:36 Auto-refresh: Every week S	12	13
	Ignore alerts	19	20
		26	27

Desktop: Google Calendar

- In Google Calendar, click on the Other calendars drop down arrow in the left hand navigation bar.
- 2. Click **Add by URL** and enter the BUA Calendar URL in the popup screen.

http://www.bu.edu/phpbin/calendar/ical2.php?id=1327

3. Click Add Calendar.



Outlook

- 1. Sign on to Outlook Online.
- 2. At the bottom of the page, select 🔟 to go to Calendar.
- 3. Select Import calendar from the left navigation bar.
- 4. Select **From web** in the bottom left of the Import calendar pop-up window.
- 5. Enter the BUA Calendar URL to the **Link to the calendar** field. <u>http://www.bu.edu/phpbin/calendar/ical2.php?id=1327</u>
- 6. Type the display name you want to use for the calendar in the **Calendar name** field.
- 7. Select Import.



Mobile: iOS

- 1. Launch the Settings app on your iPhone or iPad.
- 2. Tap Accounts & Passwords.
- 3. Under the Accounts section, tap **Add Account**.
- 4. Tap **Other**.
- 5. Under Calendars, tap Add Subscribed Calendar.
- Type in the BUA Calendar URL in the Server field (to paste in a copied link, tap and hold the field and select Paste).
- 7. Tap Next.
- 8. Use the **Description** field to give the calendar an easily recognizable name.
- Enter a server username and password if required (most users will be able to skip this step).
- 10. Tap **Save**.

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