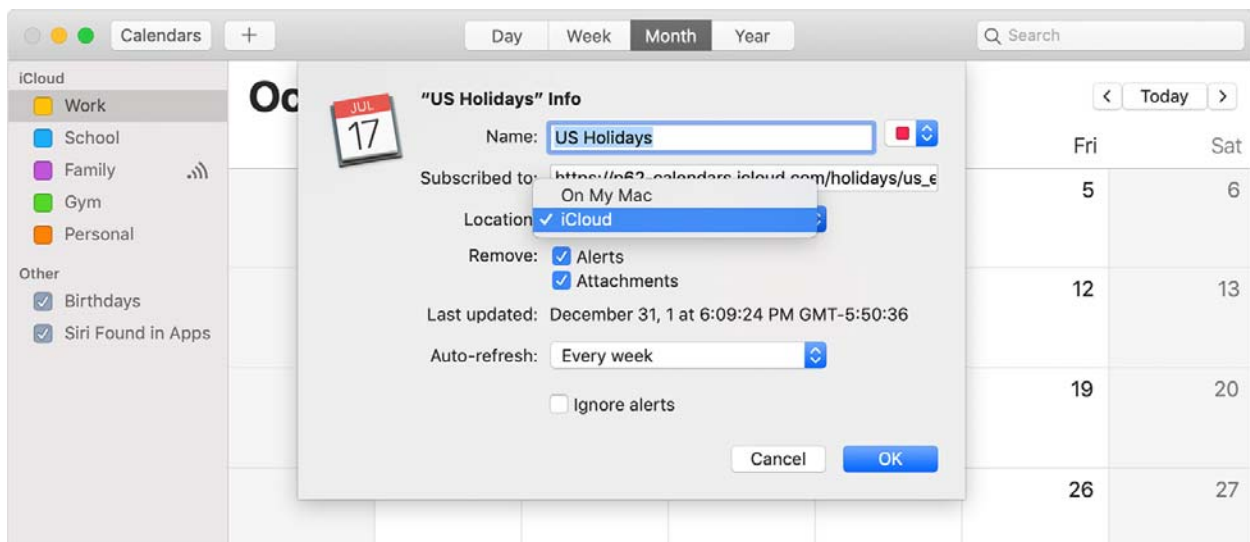


Instructions for Adding BUA School Calendar to Personal Calendars

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

Desktop: Ical (Mac)

1. In Calendar, choose File > **New Calendar Subscription**.
2. Enter the BUA Calendar's web address, then click **Subscribe**.
<http://www.bu.edu/phpbin/calendar/ical2.php?id=1327>
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.

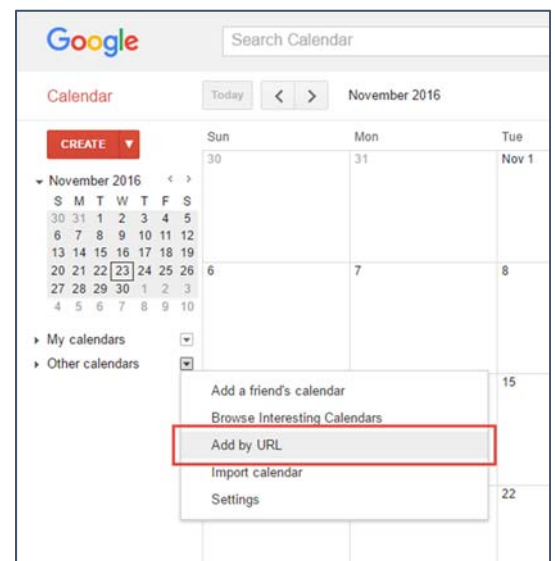


Desktop: Google Calendar


1. 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.

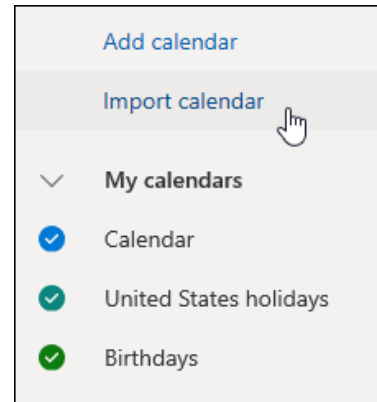
<http://www.bu.edu/phpbin/calendar/ical2.php?id=1327>

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. <http://www.bu.edu/phpbin/calendar/ical2.php?id=1327>
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**.
6. 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.
9. Enter a server username and password if required (most users will be able to skip this step).
10. Tap **Save**.

