

Knowledgebase > OwlMed and Canvas > OwlMed: Calendar Feeds

OwlMed: Calendar Feeds

Marcelle Gornitsky - 2025-07-30 - OwlMed and Canvas

How to Add your OwlMed Calendar Feed

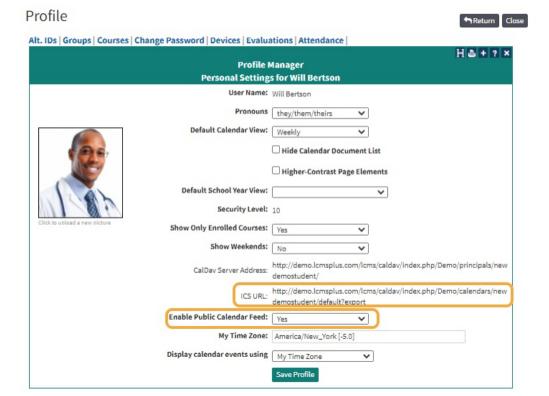
Google, Apple, Outlook, iOS options



- Public subscriptions are convenient because they can update your Calendar.
- There is no password protection; your Calendar information is technically open to the public.
- To access your Calendar, other Users must know the specific URL, so your personal information is still protected.

Click the calendar feed category below to view your options.

Public Calendar Feeds



From the Edit Profile page:

- Copy the ICS URL link.
- Set Enable Public Calendar Feed field to Yes.Click Save Profile button.

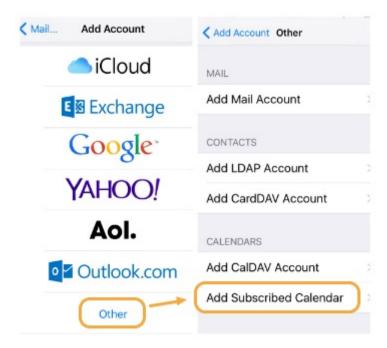
For **faculty**, the calendar feed includes all events for which that faculty member is listed as an instructor. For **students**, the calendar feed includes all of the events for which that student is enrolled.



iOS Calendar

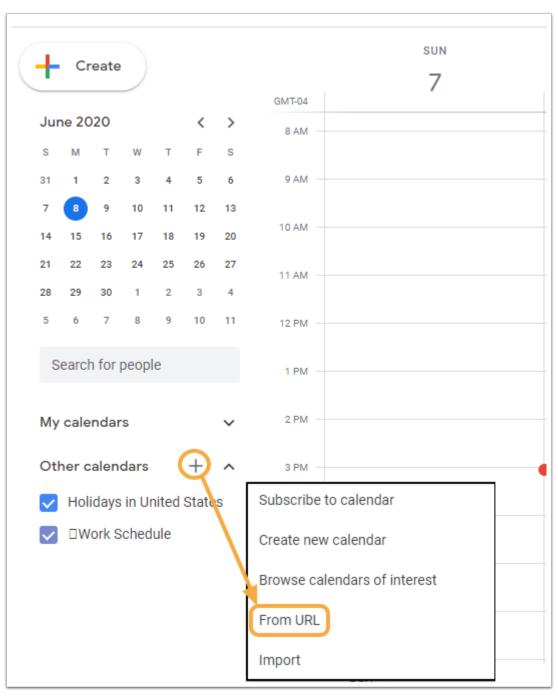
- Click on the **Settings** App.
- Select Mail, Contacts, Calendars.
 - Click Add Account.

Add Subscribed Calendar



- Click Other.
- Select Add Subscribed Calendar.
- $\bullet\;$ Paste the ICS calendar link in the Server field.
- $\bullet\,$ The Calendar is now synced with iOS calendar.

Google Calendar Web Version



- Open Google Calendar,
- Click the + sign on **Other Calendars.**
 - Select From URL.

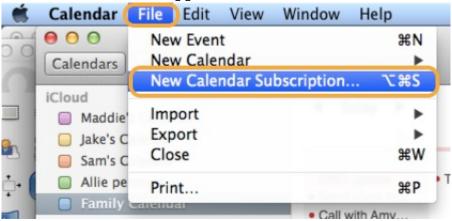
Sync Google Calendar

From URL



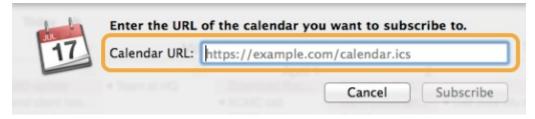
- Paste the ICS calendar link into the URL field.
 - Click Add Calendar.
- The Calendar is now synced with Google Calendar.

Apple Calendar



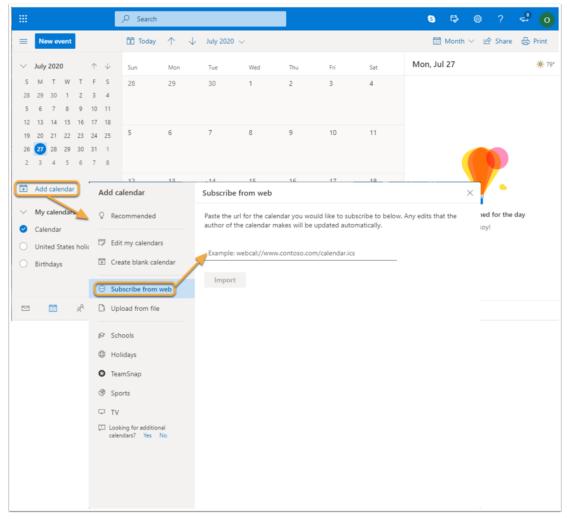
- Open Apple Calendar.
 - Click File.
- Select New Calendar Subscription.

Sync Apple Calendar



- Paste the ICS calendar link in the Calendar URL field.
 - Click **Subscribe** button.
 - $\bullet\,$ The Calendar is now synced with Apple Calendar.

Outlook Calendar



- Click on Add Calendar.
- Select Subscribe from Web.

We recommend completing the set-up process in the web version of Outlook rather than the desktop application.

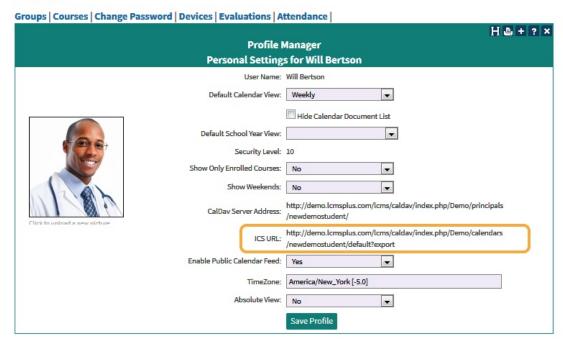
ICS File Export/Import

- The ICS file export allows Users to download password-protected calendar data to be imported into a client such as Apple or Google calendars.
- ICS export cannot be subscribed to in most clients.
- To refresh the Calendar an export is downloaded and imported to the calendar client each time.

Remember: to use the password-protected ICS file export, always use your the System password.

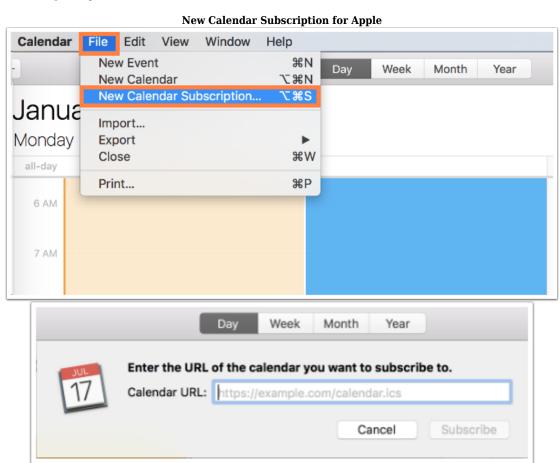
Edit Profile

Profile



• Click the ICS URL link to export and download Calendar data.

NOTE: Depending on the browser, rename the file to end in ".ics".

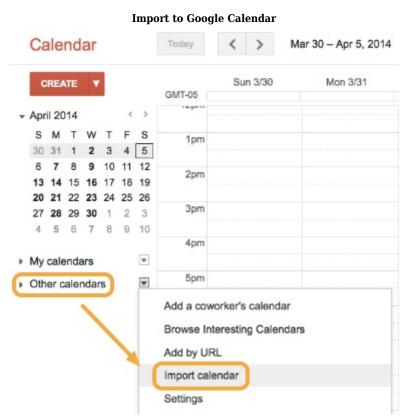


- Click File.
- Select New Calendar Subscription.
- $\bullet \;$ Then Import again.
- $\bullet\,$ Enter the URL of the the System Calendar you want to subscribe to.

• Click Subscribe to complete the connection process.

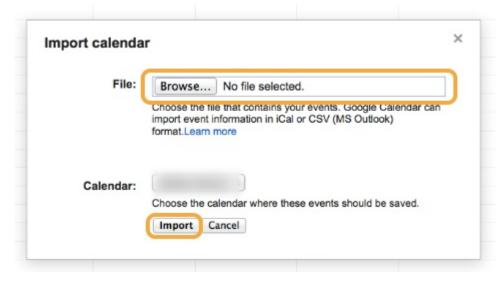


- Click File.
- Select Import.
- Then Import again.
- Select the downloaded calendar data file.
- Choose the destination calendar on the computer.
- Click OK.



- Click Other Calendars.
- Select Import Calendar.

Import to Google



- From the Import Calendar dialog select the downloaded Calendar data file.
- Select the destination calendar.
- Click Import.

NOTE: Here are some tips from Google that might also be helpful.

Import to Android

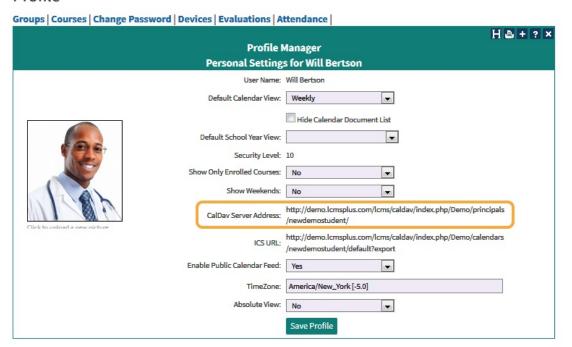
- Google Calendar for Android is available on the Google Play Store.
- Importing the System Calendar data through the web-based Google Calendar App will sync on an Android device.

CalDAV

- CalDAV provides password protection for calendar data.
- Only clients that support CalDAV will be able to sync the Calendar (this includes the Apple Calendar program).

Profile Manager

Profile



• Copy the CalDAV Server Address.



- Click the Settings App.
- Click Mail, Contacts, Calendars.

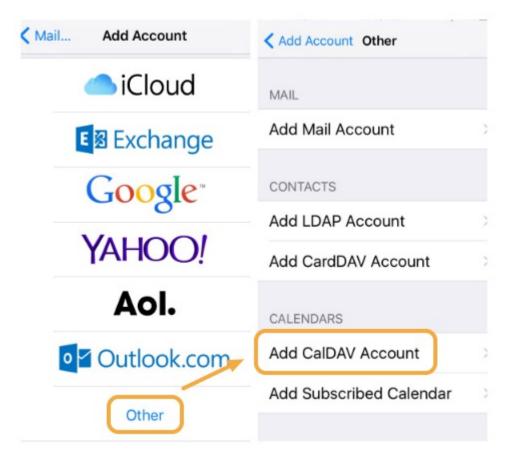
Phone

Messages

Select Add Account.

Add CalDAV Account

Ask Before Deleting



- Click Other.
- Choose Add CalDAV Account.

Add the System User Data



- Enter the System Account User info.
- Paste the CalDAV server address in the Server Address field.
- Click Create to add the calendar.
- The Calendar is now synced with iOS Calendar.

CalDAV for Android

- <u>Caldav Sync Free Beta</u> is a free CalDAV sync tool for Android that has been tested to work with the System.
- Once installed, select Account Settings > Add account > CalDAV Sync Adapter.

- Enter the System Account User info.
- Paste the the System CalDAV server address.

NOTE: CalDAV Sync is another option and costs about \$3. It has not yet been tested with the System.

CalDAV for Apple Calendar Calendar File Edit About Calendar Preferences... ж, Accounts... Add Account... Services Hide Calendar ЖH **Hide Others** H器了 Show All Quit Calendar #Q

- Open Apple Calendar.
- Click Calendar.
- Select Add Account.

Add CalDAV

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- Select Add CalDAV Account.
- Click Continue.