



## OwlMed: Calendar Feeds

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# How to Add your OwlMed Calendar Feed (Public) 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.

The screenshot shows the 'Profile Manager' interface for 'Personal Settings for Will Bertson'. The 'Enable Public Calendar Feed' dropdown is set to 'Yes'. The ICS URL is highlighted in orange: `http://demo.lcmsplus.com/lcms/caldav/index.php/Demo/calendars/newdemostudent/default?export`. Other visible settings include: User Name: Will Bertson; Pronouns: they/them/theirs; Default Calendar View: Weekly; Security Level: 10; Show Only Enrolled Courses: Yes; Show Weekends: No; My Time Zone: America/New\_York [-5.0].

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.

### Google Calendar Web Version

The screenshot displays the Google Calendar web interface. On the left, there is a calendar for June 2020 with the 8th highlighted. Below the calendar is a search bar labeled 'Search for people'. Underneath, the 'My calendars' section is visible with a dropdown arrow. The 'Other calendars' section is expanded, showing a plus sign icon circled in orange. A dropdown menu is open from this icon, listing options: 'Subscribe to calendar', 'Create new calendar', 'Browse calendars of interest', 'From URL' (highlighted with an orange box), and 'Import'. The main calendar area on the right shows a weekly view for Sunday, June 7th, with a time slot from 8 AM to 3 PM.

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

### Sync Google Calendar

## From URL

URL of calendar

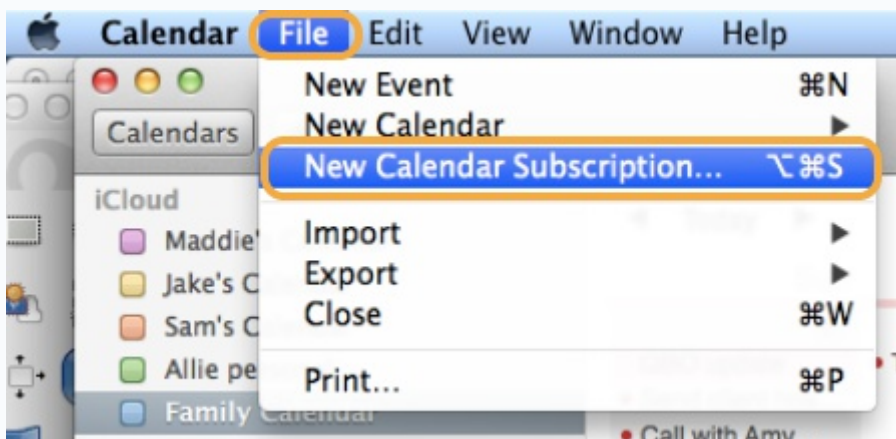
Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

Add calendar

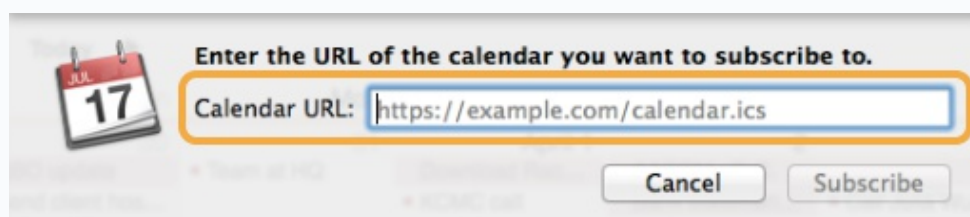
- Paste the ICS calendar link into the URL field.
- Click Add Calendar.
- The Calendar is now synced with Google Calendar.

## Apple Calendar



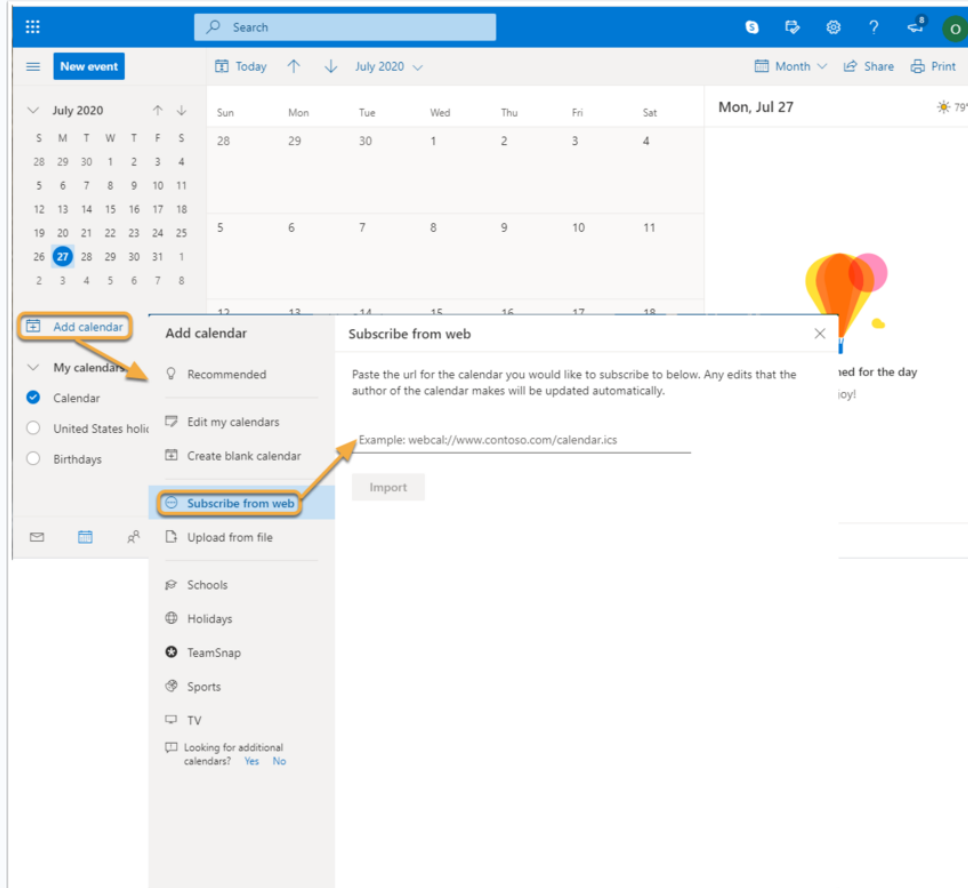
- Open Apple Calendar.
- Click File.
- Select New Calendar Subscription.

## Sync Apple Calendar



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

## Outlook Calendar



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

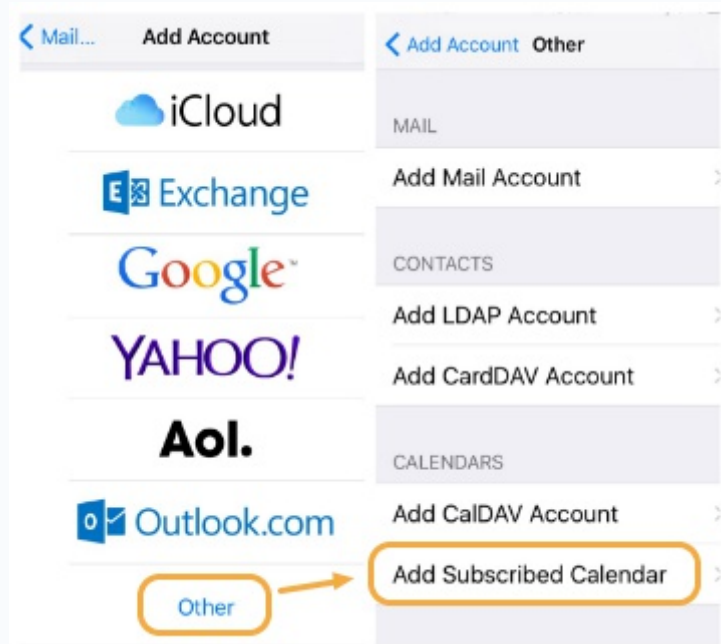
We recommend completing the set-up process in the web version of Outlook rather than the desktop application.

## iOS Calendar



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

#### Add Subscribed Calendar



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

**For CalDAV and ICS File Import/Export options:**

<https://lcmplus.screenstepslive.com/s/18500/a/861008-calendar-feeds>