

Directions for Downloading the PTO Calendar

(Copied from www.fcboe.org)

Make sure to copy this link:

<https://calendar.google.com/calendar/ical/corsecpes%40gmail.com/public/basic.ics>

iOS Devices (iPhone, iPod Touch, iPad)

To subscribe using your iPhone or iPad:

1. Click your iPhone Settings icon.
2. Select Mail, Contacts, Calendars from the list.
3. Select Add Account.
4. Select Other.
5. Select Add Subscribed Calendar at the bottom of the list.
6. Enter the subscription link (shown above) in the server field.
7. Click Next in the top right hand corner of the screen.
8. The URL will be verified, and your subscription information will display.
9. Click Save.

To view this calendar on your iPhone:

1. Click the Calendar icon on your iPhone's home screen.
2. Click the Calendars button in the top left hand corner of your default calendar screen.
3. Select the name of the calendar you have just added. A check mark will appear next to it.
4. Click Done.

Android Devices and Google Calendar

To subscribe using your Google Calendar:

1. Open your Google Calendar.
2. Locate Other Calendars on the left hand side of the screen toward the bottom.
3. Click the arrow to the right of Other Calendars.
4. Select Add by URL from the list.
5. Enter the subscription link (shown above) in the field. If you would like these events to be public, check the box next to Make the calendar publicly accessible.
6. Click Add Calendar.

Microsoft Outlook

To subscribe manually using Outlook 2007:

1. Open Outlook.
2. Click Tools.
3. Click Account Settings.
4. Select the Internet Calendars tab.
5. Click New.
6. Enter the subscription link (shown above) in the field.
7. Click Add.
8. Adjust your Subscription Options, and click Add.
9. This calendar will display in your Other Calendars area.

To subscribe manually using Outlook 2010:

1. Click Calendar in Outlook.
2. Click Open Calendar.
3. Select From Internet.
4. Enter the subscription link (shown above) in the field.
5. Click OK