

SUBSCRIBE

Please use the below web address to access your calendar from other applications. You can copy and paste this into any calendar product that supports the iCal format.

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

To subscribe using your iPhone or iPad

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

To view this calendar on your iPhone:

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

Events from this calendar will now display on your iPhone calendar.

ANDROID DEVICES AND GOOGLE CALENDAR

To subscribe using your Google Calendar

- Open your Google Calendar.
- Locate Other Calendars on the left hand side of the screen toward the bottom.
- Click the arrow to the right of Other Calendars.
- Select Add by URL from the list.
- 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.
- Click Add Calendar.

MICROSOFT OUTLOOK

To subscribe manually using Outlook 2007

- Open Outlook.
- Click Tools.
- Click Account Settings.
- Select the Internet Calendars tab.
- Click New.
- Enter the subscription link (shown above) in the field.
- Click Add.
- Adjust your Subscription Options, and click Add.
- This calendar will display in your Other Calendars area.

To subscribe manually using Outlook 2010:

- Click Calendar in Outlook.

- Click Open Calendar.
- Select From Internet.
- Enter the subscription link (shown above) in the field.
- Click OK.

OTHER CALENDAR PROGRAMS

To subscribe, copy and paste or enter the subscription link (shown above) in the appropriate field in your device or program.