

## How Do iCal Feeds Work?

To subscribe to an iCal Feed on your website simply click on the "Subscribe to iCal Feed" link associated with the calendar you would like to follow.

After importing the feed into your software, your new iCal Feed calendar will reflect any addition or change made to the website calendar.

Your organization's iCalendar Feeds are continuously synced with the most up-to-date calendars on your website, keeping subscribers aware of the latest additions and updates. You can select multiple teams and levels, using the Calendar Tag Menu, to create a custom cumulative iCal Feed specific to your own family.

## What Desktop and Web Applications Accept iCal Feeds?

Although this is by no means an exhaustive list of iCal applications and resources, it should give you a starting point in your research:

- **Mac OS X iCal**
  - <http://www.apple.com/macosx/features/ical>
- **Outlook 2003**
  - <http://sourceforge.net/projects/remotecalendars> (Free Plug-in)
  - <http://www.kenner-price.com/icalendar> (Paid Application)
- **Outlook 2007**
  - Native support included within Outlook 2007
  - How to article on adding an iCal Feed to Outlook 2007 below
- **Google Mail**
  - <http://www.google.com/support/calendar>

## What is the iCal Standard?

iCalendar is a standard for calendar data exchange. The standard is sometimes referred to as "iCal", which also is the name of the Apple, Inc. calendar program that provides one of the implementations of the standard.

## More Information

For more information about the iCalendar standard, please visit the following sites:

- <http://en.wikipedia.org/wiki/ICalendar>

# How to Add an Internet Calendar to Outlook 2007

Outlook can subscribe to Internet-based calendars, such as the Google calendar. This allows Outlook 2007 users to work on internal calendars while retaining a calendar that others can view and share on the Internet.

Difficulty: Moderately Easy

## Instructions

**Step 1** Start Outlook 2007. Make sure you have configured an active account.

**Step 2** Identify a compatible Internet calendar. Check with your calendar provider to determine if they support the webcal protocol and can provide iCal files ending in ".ics." If not, select a provider that supports the protocol. Make sure any public sharing settings you need for remote calendar access are configured.

**Step 3** In the Internet calendar configuration, locate the iCal Web address, which includes a file ending in ".ics." Copy this URL to the clipboard.

**Step 4** Insert the iCal link into Outlook 2007. In Outlook 2007, select "File," and then "Data File Management." Select the "Internet Calendars" tab. Click "New," and then paste the iCal URL into the field. Hit "Add."

**Step 5** Configure the subscription. The name of the calendar file displays next to "Folder Name." Change it if necessary. Add a description to make the calendar easy to identify if you install additional calendars. Check whether you want attachments to download from the Internet calendar under "Attachments." Finally, select whether you want the subscription according to the publisher's recommendations. Checking this option ensures that you will not exceed the publisher's limitations and risk having your calendar account suspended. Click "OK" when finished.

**Step 6** Utilize your Internet Calendar. Click "Close" to return to Outlook 2007. After the Internet calendar is updated, it will display under "Other Calendars" in the Calendars section of Outlook 2007. Select it to manage your activities as you want them displayed on the Internet. You can use your Internet Calendar as you would internal Outlook 2007 calendars, such as displaying them side-by-side for easy copying of items from one to another.