Foxbright CMS

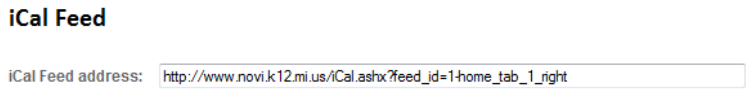
Using an iCal Feed

Subscribing to a calendar's iCal feed is a great way to have the events be added to your 'personal' calendar automatically. While there are many programs that use iCal, the two that will be highlighted in this article are Iphone and Google Calendar.

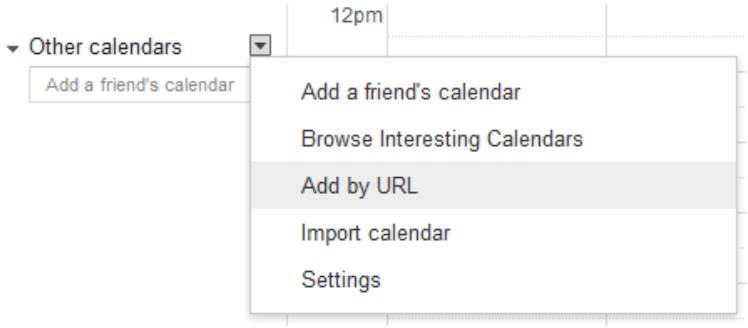
Adding an iCal feed to your Google calendar

1. Click on the Ical icon for the calendar that you would like to follow.

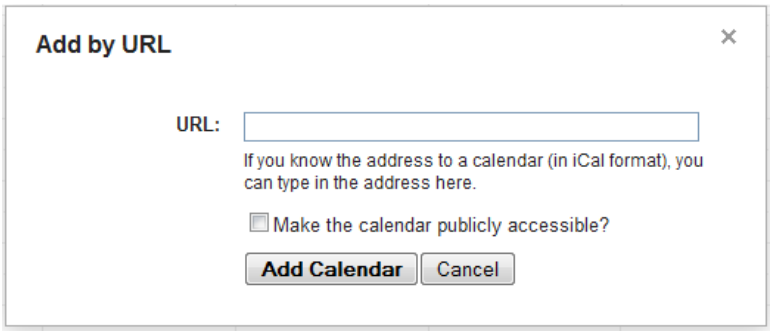
2. Copy the "iCal Feed address"



3. Open a browser and go to your Google Calendar page. In the left hand side find where it says "Other Calendars". Click on the arrow to the right of that to view a menu.



4. Click on the "Add by URL" option.
5. Paste the address copied in step 2 above into the URL field, then click the "Add Calendar" button.



6. You should now see the events on your calendar.

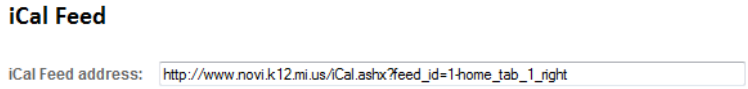
Adding an iCal feed to an Iphone or Ipad

Foxbright CMS

Using an iCal Feed

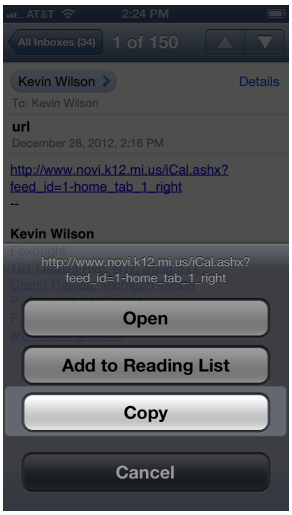
1. Click on the Ical icon for the calendar that you would like to follow.

2. Copy the “iCal Feed address”.

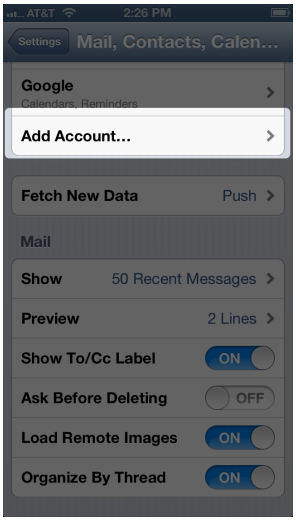


3. Send the address in an e-mail to an account that you can read on the phone.

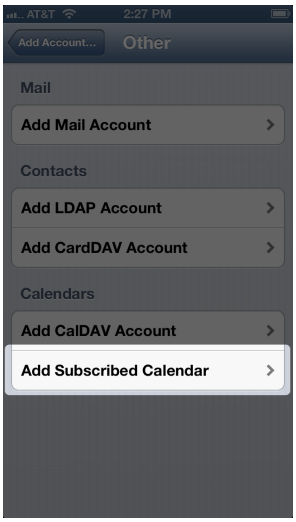
4. On the phone, open the e-mail, then hold your finger on the address until a list of options appears.
5. Select “Copy”.



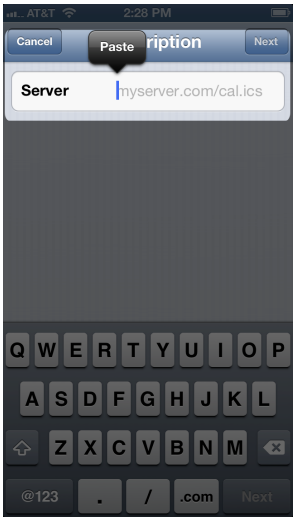
6. Go to the Settings section of the phone and then open “Mail, Contacts, Calendars”.
7. Select “Add Account…” then “Other” at the bottom of the list of accounts.



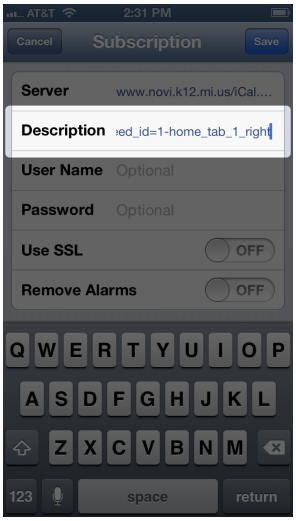
8. Select “Add Subscribed Calendar”.



9. Now place and hold your finger in the “Server” box until the magnifying glass appears. When you release your finger you’ll see the option to “Paste”.
10. Tap on paste to put the address of your calendar into the box.
11. Select “Next”.



12. Type a helpful name for this calendar into the “Description” box then “Save”.



13. Now open your calendar to verify that the events are appearing. You may have some of your calendars hidden. To make sure that you are showing the new calendar, tap on the “Calendars” button and make sure that there is a check in front of your Subscribed Calendar.