

## ICalendar Now Available

If you re one of those people who lives by the appointments in your Outlook or iCal calendar, we have big news for you. New for this year, we are making the OLV School Calendar available online on an Experimental basis. You will have 3 options of how to make use of this online calendar:

**(1) Web Page:** To view the calendar for 2007-2008 go to the school s web page: [www.olwschool.org](http://www.olwschool.org) Click on school calendar . Then click on icalendar .

**(2) iCalendar One-Time Import:** Most calendar software such as Outlook (Windows) and iCal (Mac) can import an iCalendar File (\*.ics file). This is a snapshot of the calendar as it exists when you download it. You will have to update it yourself as changes are announced in Monday Memos.

**(3) iCalendar Live:** Some calendar programs can subscribe to a Live version of the calendar and will update automatically when we make changes to the online calendar. This is known to work with Outlook **2007 only\*** (for Windows) and with iCal (for Mac). Instructions are below.

### **Detailed Instructions for getting the OLV School Calendar into iCal, Outlook:**

#### ***iCal (Mac)- Live Subscription***

1. On the Calendar menu, click Subscribe.
2. Type <http://TinyURL.com/2k22f5> and click the Subscribe button.
3. Check the box that says Refresh and select Every Day . Click OK.
4. Your OLV School Calendar will automatically update with any changes that are made to the online copy of the calendar.

#### ***iCal (Mac) One-Time Import***

1. In the Safari web browser, type in <http://TinyURL.com/2k22f5>
2. Choose which Calendar you want to import the OLV Calendar into, or select New Calendar and give it a name.

#### ***Outlook 2007 (Windows) Live Subscription***

1. On the Tools menu, click Account Settings.
2. Go to the Internet Calendars tab. Click New.
3. Type <http://TinyURL.com/2k22f5> and click the Add button.
4. Change the name to something more friendly like OLV School Calendar. Click OK
5. Your OLV School Calendar will automatically update with any changes that are made to the online copy of the calendar.

#### ***Outlook 2003 or 2007 (Windows)- One-Time Import***

Note: Outlook will import the items on the OLV School Calendar into your **DEFAULT** Calendar in Outlook. If you then want to move the items to another calendar you may do so after importing them.

1. In your web browser, type in <http://TinyURL.com/2k22f5>. Save the resulting file (basic.ics) to your Desktop.
2. In Outlook, on the File menu, click Import and Export
3. Select Import iCalendar (.ics) or vCalendar (.vcs) file. Click Next.
4. Browse to the basic.ics file you saved on your Desktop. Select it and click OK.
5. You should now have all the OLV School Calendar items in your Calendar.
6. If you want to move them to another Calendar, create an OLV Calendar from the File-> New Folder menu.
7. While viewing your default Calendar, on the View menu, select Current View, By Category.
8. The OLV School entries all have no Category, and all should be marked as Unread (Bold type). Click on the first one, then scroll down to the last one, hold down the Shift key and click the last one to highlight the range. Now click and drag the group of 282 items (at current count) and drag them to your newly created OLV Calendar folder.

*\*For the ambitious:* There is a free plug-in for Outlook 2003 called Remote Calendars that will enable Outlook 2003 to subscribe to a live iCalendar feed like iCal and Outlook 2007 can. If you would like to try it, you re on your own, but you can get it at <http://remotecalendars.sourceforge.net>

**Important Note:** This service is offered as-is as a convenience. The school office and FSA Calendar Chair are not able to provide technical support. However, we are interested in hearing if this service is useful to you, so please give us your feedback. You can email Chris Bremner at [chris@bremner.us](mailto:chris@bremner.us) with any comments.