

CampusGroups Calendar: How to Add to a phone/tablet

How to add calendar subscriptions to your iPhone or iPad

1. Launch the "Settings" app on your iPhone or iPad.
2. Tap on Mail, Contacts, Calendars.
3. Tap on Add Account... under the Mail section.
4. Tap on Other.
5. Tap on Add Subscribed Calendar under the "Other" section.
6. Enter or copy in the server location of the calendar. This is typically **a web address** that ends in .ics. Jones School link: https://jones.campusgroups.com/ical/ical_jones.ics
7. Tap the Next button.
8. Tap the Save button.



How to add calendar subscriptions to your Android Phone or Tablet

1. Copy the server location of the calendar. This is typically **a web address** that ends in .ics. Jones School link: https://jones.campusgroups.com/ical/ical_jones.ics
2. From a Browser, Logon to your "Google" account and go to your "Calendar"
3. On the Left side menu click on the "+" sign next to "Add a friend's calendar"
4. Select "From URL"
5. Paste the web address for the Calendar (see step 1)
6. Click on "Add Calendar", it should now be showing on your list of calendars
7. On your phone or tablet open the built in Calendar app
8. In the top right corner tap on the 3 small vertical dots to show the Menu
9. Select "Calendars to sync"
10. Slide the button next to the "Rice Business" calendar to the "on" position
11. Tap on "Save"



Note: To obtain the address of the online calendar click on the "Subscribe" button and then on "Copy Link"