

# Sync the LWS calendar

Sync the Linden Waldorf School calendar to Outlook, iCal or Google Calendar using .ics

This feature allows any 3rd party calendar that supports web-calendars (.ics) to subscribe to the Linden Waldorf School calendar.

## Step 1: Copy the Webcal URL

[https://calendar.google.com/calendar/ical/lindenwaldorf.org\\_8621uq2ks0pauf44r0lut416kg%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/lindenwaldorf.org_8621uq2ks0pauf44r0lut416kg%40group.calendar.google.com/public/basic.ics)

## Step 2: Choose your calendar software and follow the instructions.

### Google Calendar

Click the +GoogleCalendar button in the bottom right corner of the Calendar (it will open the Google Calendar in your browser). At the lower left of your Google Calendar, in the "Other calendars" section, click on the dropdown menu and select "Add by URL". A dialog appears, paste the webcal URL.

### iCal for Mac

Start iCal, then go to the menu and click "File > New Calendar Subscription". Enter the webcal URL and follow on screen instructions.

### iPhone

To add your calendar to your iPhone, simply email yourself the Calendar Sync URL. Check the email on your phone, and click on the Webcal URL. The iPhone will automatically ask you to create a subscribed calendar.

### Outlook 2010

In Outlook 2010, click the "Home" tab, then click "Open Calendar", choose "From Internet" and add your .ics URL link.

### Outlook 2007

In Outlook 2007, click on the "Tools" menu, then click "Account Settings". Then click the "Internet Calendars" tab, click "new" and add your .ics URL.