Q   Search 'login', 'calendar', or anything else

Sync Calendar to a Smart Phone

View your team or organization calendar while on the go by syncing it to your smart phone. There are two parts to syncing a calendar:

1. Copy the Calendar Feed Link
2. Add the copied link to your Calendar

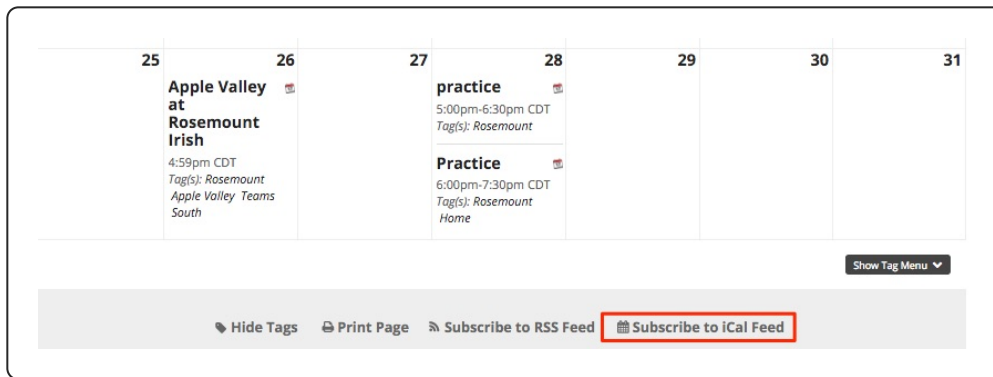## 1   Copy the Calendar Feed Link

First you will need to get the **Calendar Feed Link** from the webpage of the calendar that you want to sync to.

> **Step 1:** Navigate to the **Calendar Page** on the website
> **Step 2:** Select the **Tags** that are only relevant to you. What are Tags?
> **Step 3:** Select **Subscribe to iCal Feed** on the bottom of the Calendar
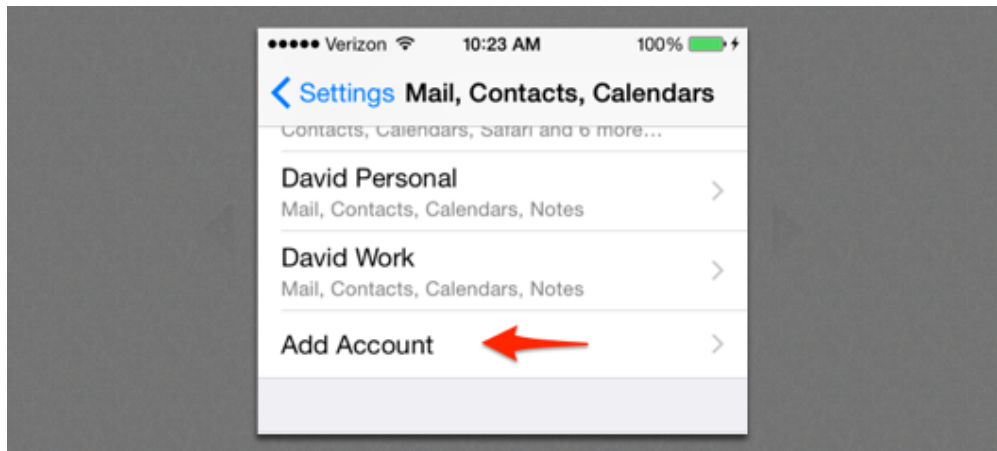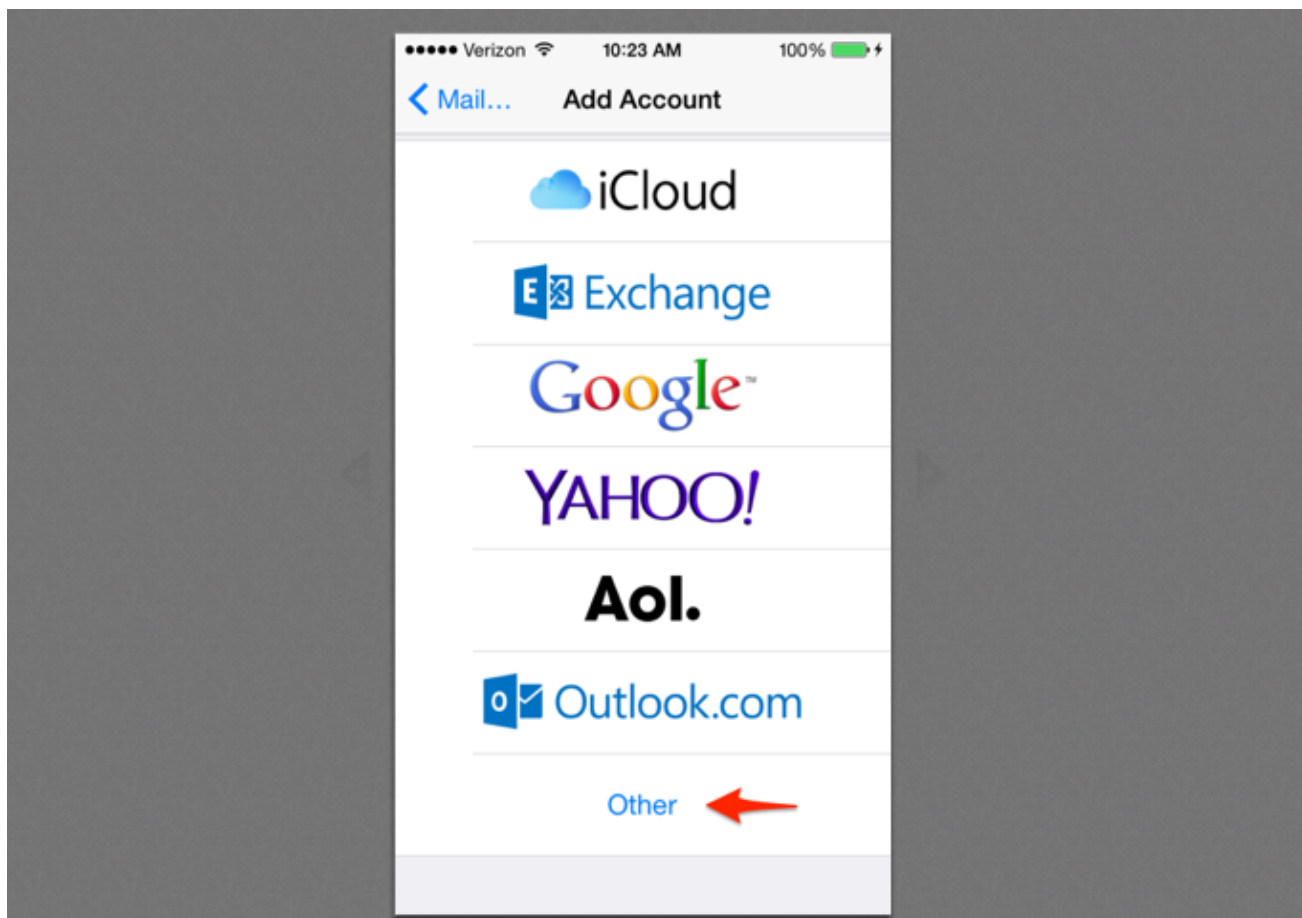> **Step 4:** Copy the **iCal Feed Link**

2   Add the Link to your Calendar

Now that you have the link, you will need to add it to your calendar on your smart phone. Below are instructions for iOS (iPhones) and Android OS.
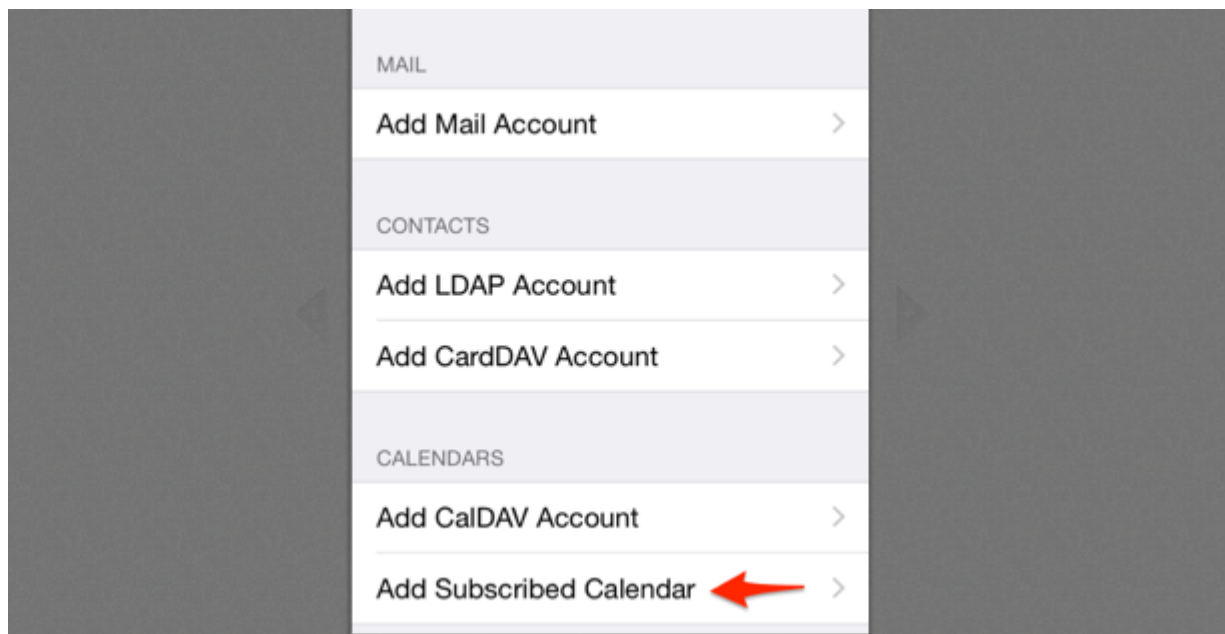
Sync Calendar with iCal (iPhone)

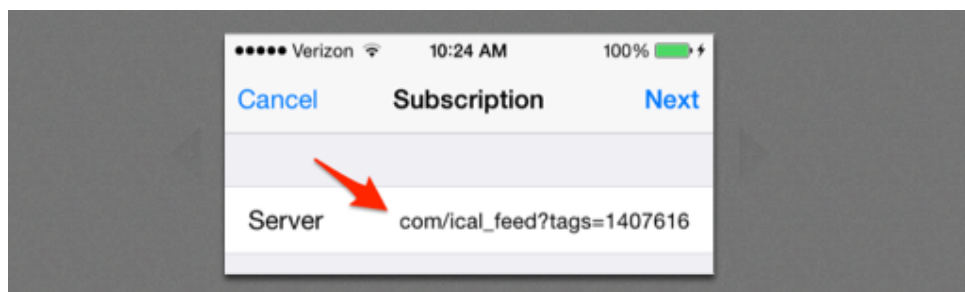**Step 1:** Tap the **Settings** icon on your iOS device's Home screen.

Step 2: Select **Accounts & Passwords**

Step 3: Select **Add Account**

Step 4: Select **Other** from the list of account providers

Step 5: Select **Add Subscribed Calendar**
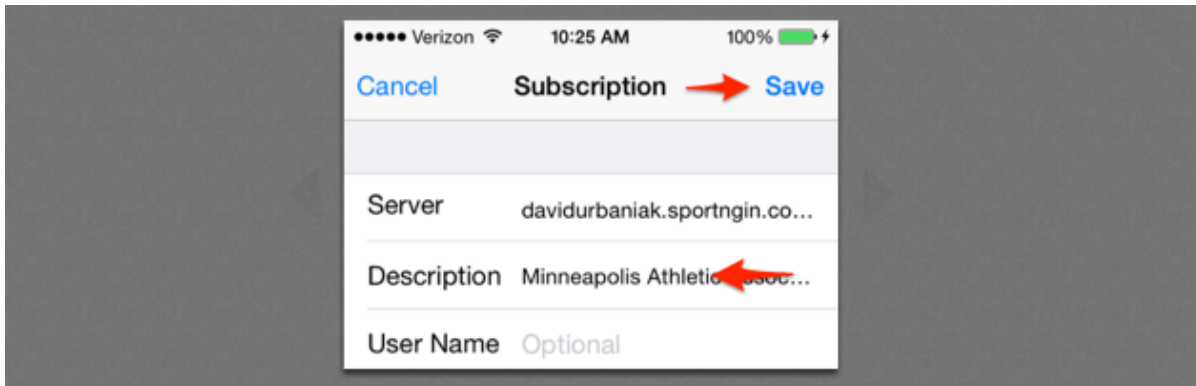

Step 6: Paste in iCal Link that was copied from the Calendar in to the Server Field
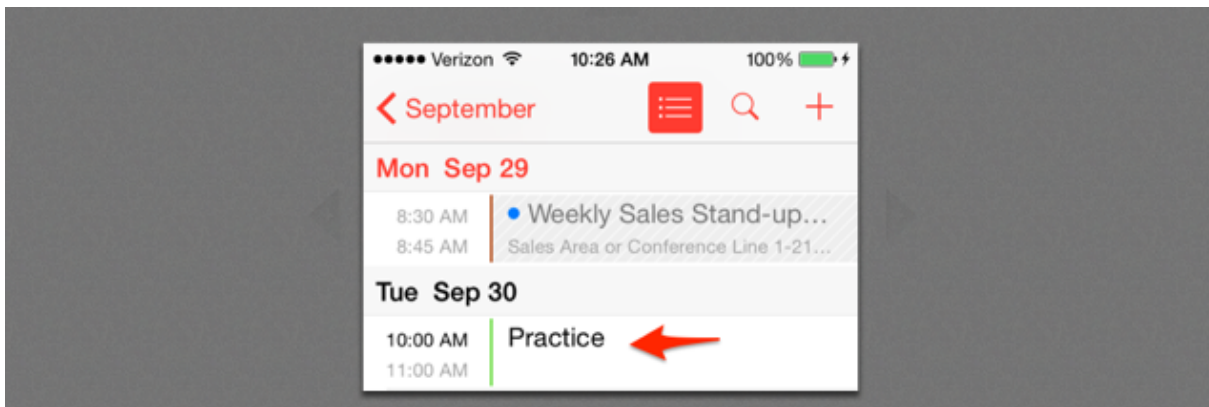

Step 7: Select **Next** then enter a name for the calendar in the **Description** field.

Step 8: Select **Save** to add the calendar to the Calendar app.

Step 9: View the Calendar

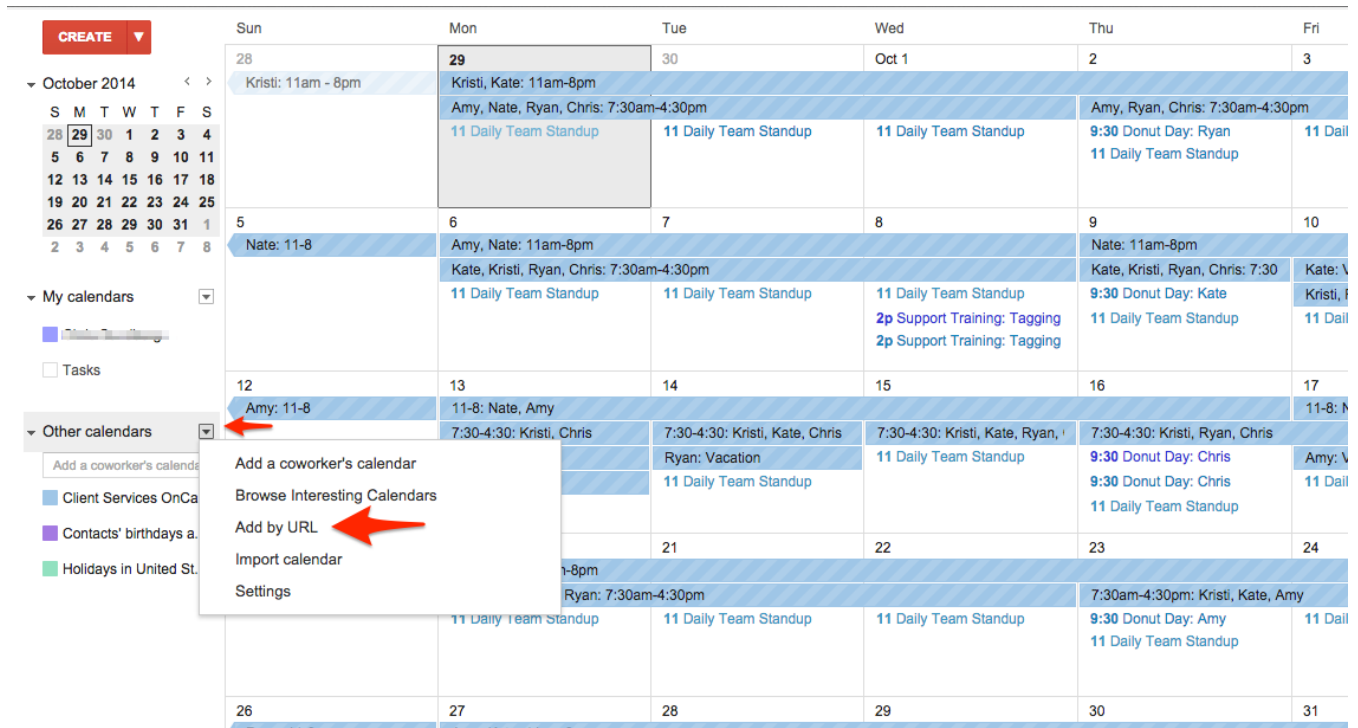# Sync Calendar with Google Calendar (Android OS)

> **Important!**
> Use a computer to add the link to your Google Calendar.

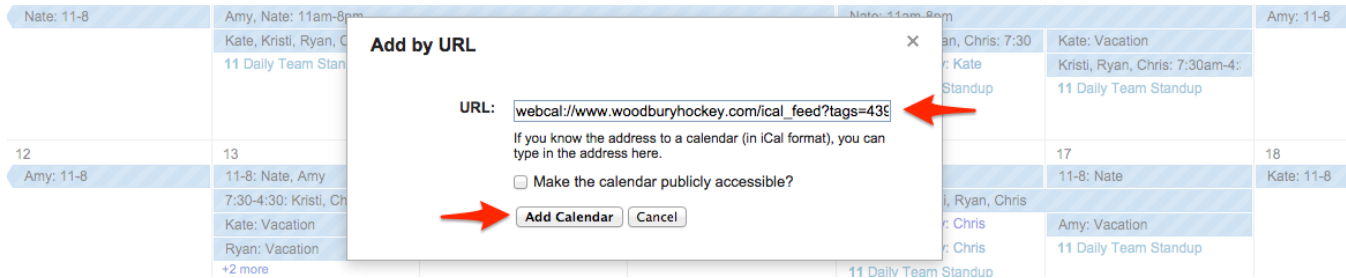**Step 1:** Navigate to your **Google Calendar**

Step 2: Log in to the Google Account that is used on your Android Phone
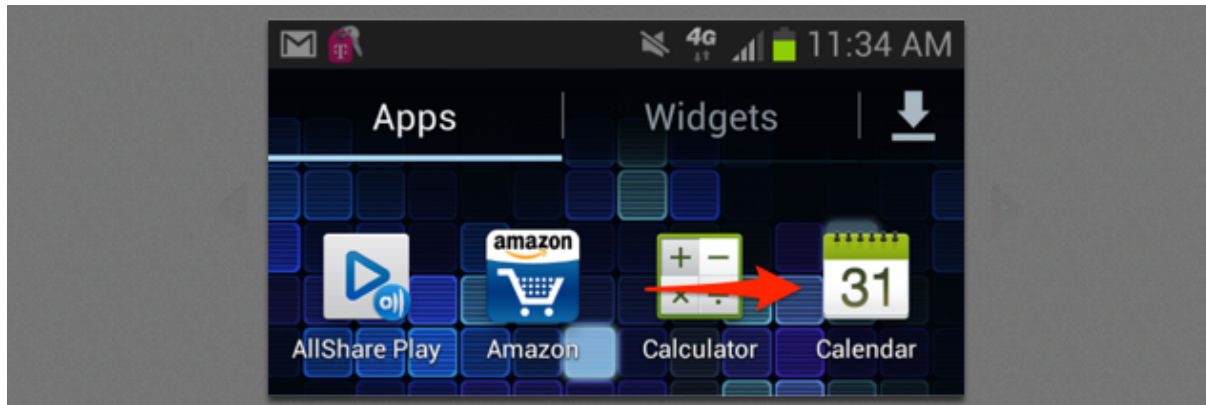
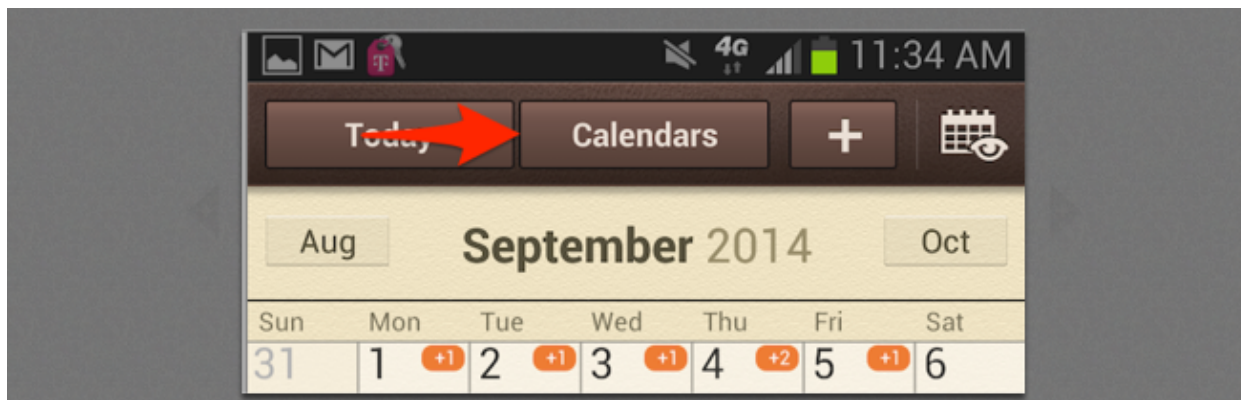**Step 3:** Select **Other Calendar**

Step 4: Select **Add by URL**

Step 5: Paste in **Calendar Feed Link** that was copied from the Calendar webpage
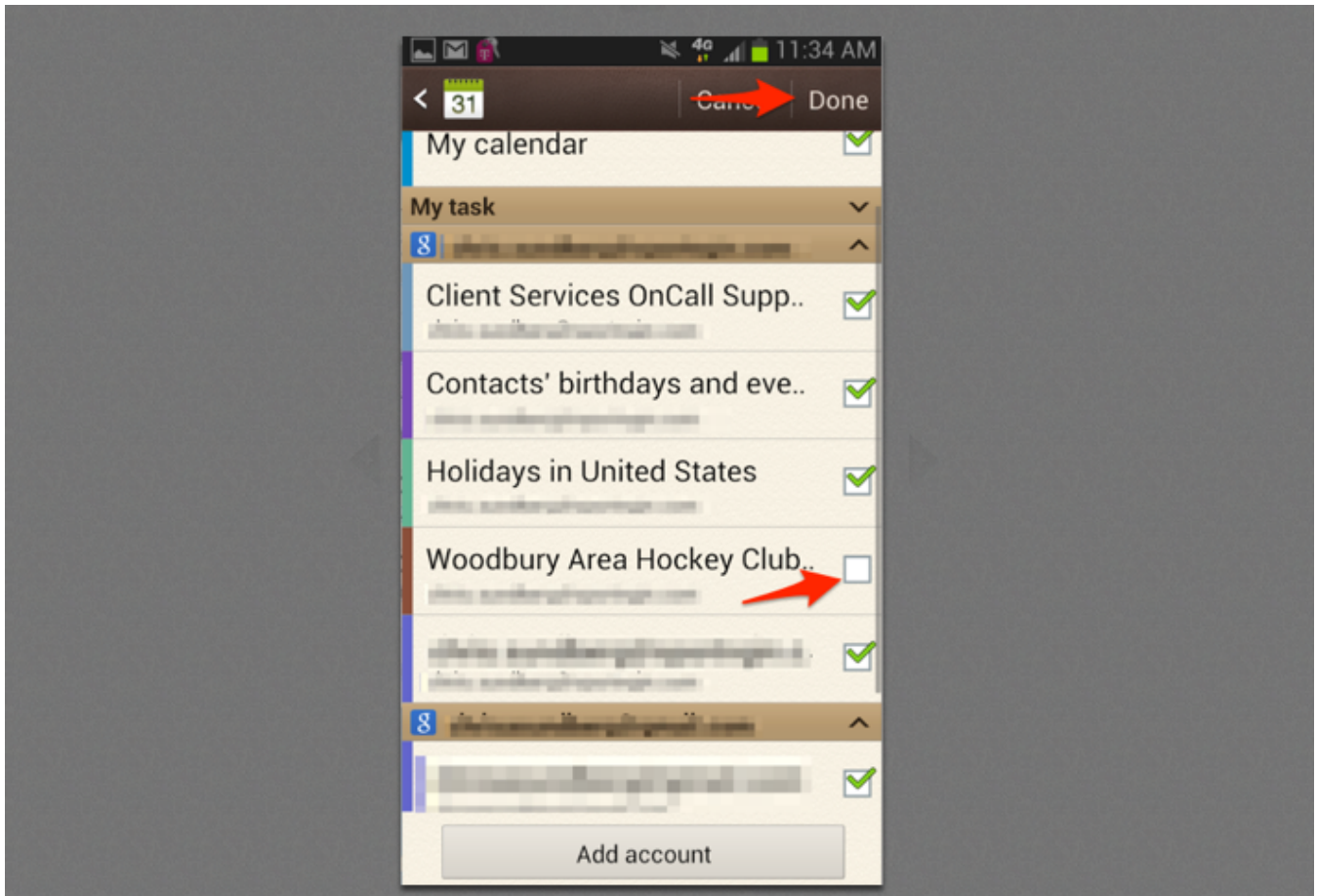

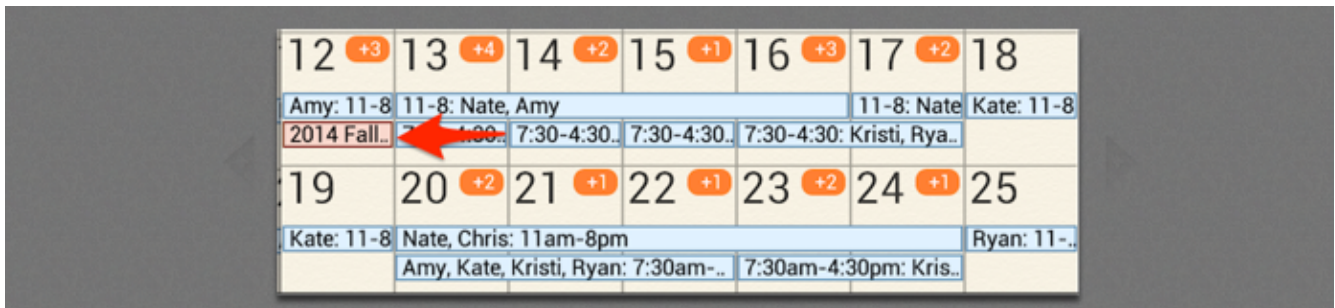**Step 6:** Open up the **Calendar** on your Android Phone

Step 7: Select **Calendars**

Step 8: Check the box next to the Calendar you added and tap **Done**

Step 9: View the synced calendar

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