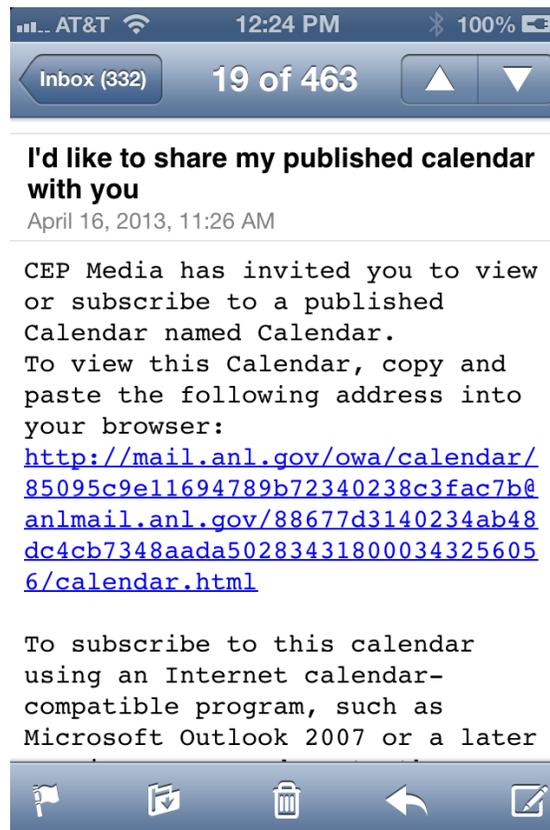# Subscribing to a Shared Calendar on your iPhone or iPad

4/16/13

Before you can subscribe to a shared calendar, an invitation to subscribe must be sent to you via email. For information on sharing calendars and sending subscription invitations, see the document entitled "Publishing your Outlook calendar to the Internet".

Subscribing to a shared calendar provides read only access only. You will not be able to add, remove or modify meetings or appointments.

1. You will receive an email similar to the one below. In the body of the email will be two web links.

2. Tap on the second web link, the one whose header begins with "To subscribe to this calendar using and incternet calendar-compatible program…"

dc4cb7348aada50283431800034325605
6/calendar.html

To subscribe to this calendar
using an Internet calendar-
compatible program, such as
Microsoft Outlook 2007 or a later
version, copy and paste the
following Web address into your
Web browser:
webcal://mail.anl.gov/calenda
r/85095c9e11694789b72340238c3fac7
b@anlmail.anl.gov/88677d3140234ab
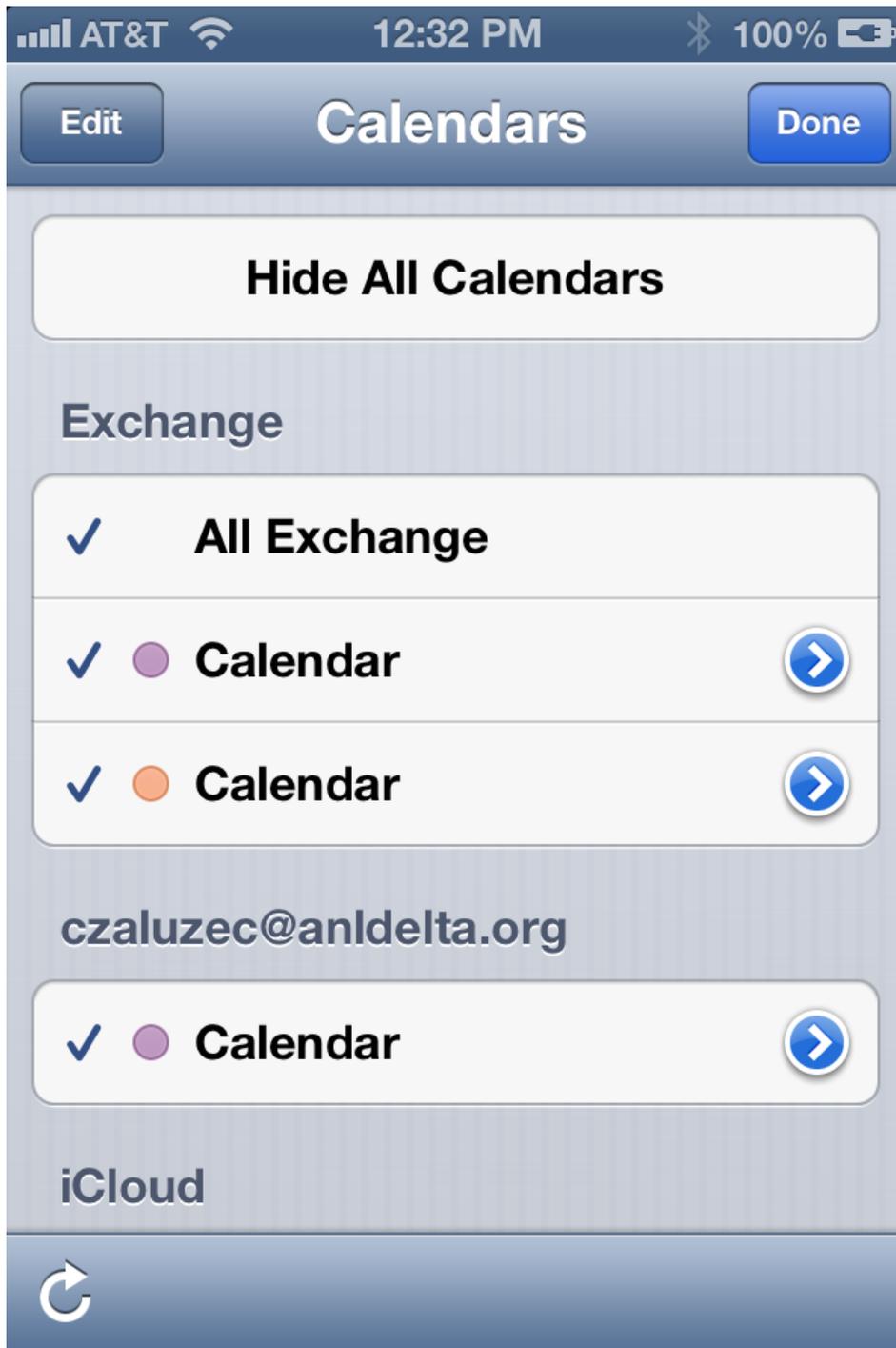48dc4cb7348aada50283431800034325 6
056/calendar.ics

~~*~*~*~*~*~*~*~*

3. When asked if you want to subscribe, tap the "subscribe" button

dc4cb7348aada5028343180003432560 56/calendar.html

To subscribe to this calendar using an Internet calendar-compatible program, such as Microsoft Outlook 2007 or a later version, copy and paste the following Web address into your Web browser:

webcal://mail.anl.gov/owa/calenda r/85065b9c1c9b4789b72c4033843fac7 b@anlmail.anl.gov/88677d3140234ab 48dc4cb7348aada50283431800034325 6 056/calendar.ics

~~*~*~*~*~*~*~*~*

Subscribe to the calendar "Calendar"?

Subscribe   **Cancel**

4. In ten seconds or so, you will receive a notification that the calendar has been added. Tap the "view events" button

5. This will open up your calendar app, which displays all the calendars your device synchronizes with. Tap the "Calendars" button in the top left hand corner of the app screen.

6. From here you can choose which calendars to display. Each calendar with a check mark will be displayed in your Calendars app. Those without a check mark will not be displayed. Tap the calendar name enable or disable viewing.

7. Calendars can be distinguished by different colors in your calendar app. Tap the blue arrow next to any calendar to change its color.

8. To unsubscribe from a calendar, on the home screen, tap the settings, then scroll down to and select "Mail, Contacts and Calendars".

9. Find the "Subscribed Calendars" section, tap on it, then tap on the calendar you would like to delete.

10. Tap the "delete account" button in red to unsubscribe from that calendar.