



Ottawa Carleton District School Board

How to

- Synchronize the OCDSB Calendar with your default calendar
- Subscribe to the OCDSB Calendar email alert.



Creating a Culture...
of Innovation, Caring and Social Responsibility.



Appendix

How to synchronize the OCDSB Calendar

Option 1

iCal/RSS Feed – **page 3-7**

Option 2

Subscribe to email alerts – **page 8-9**

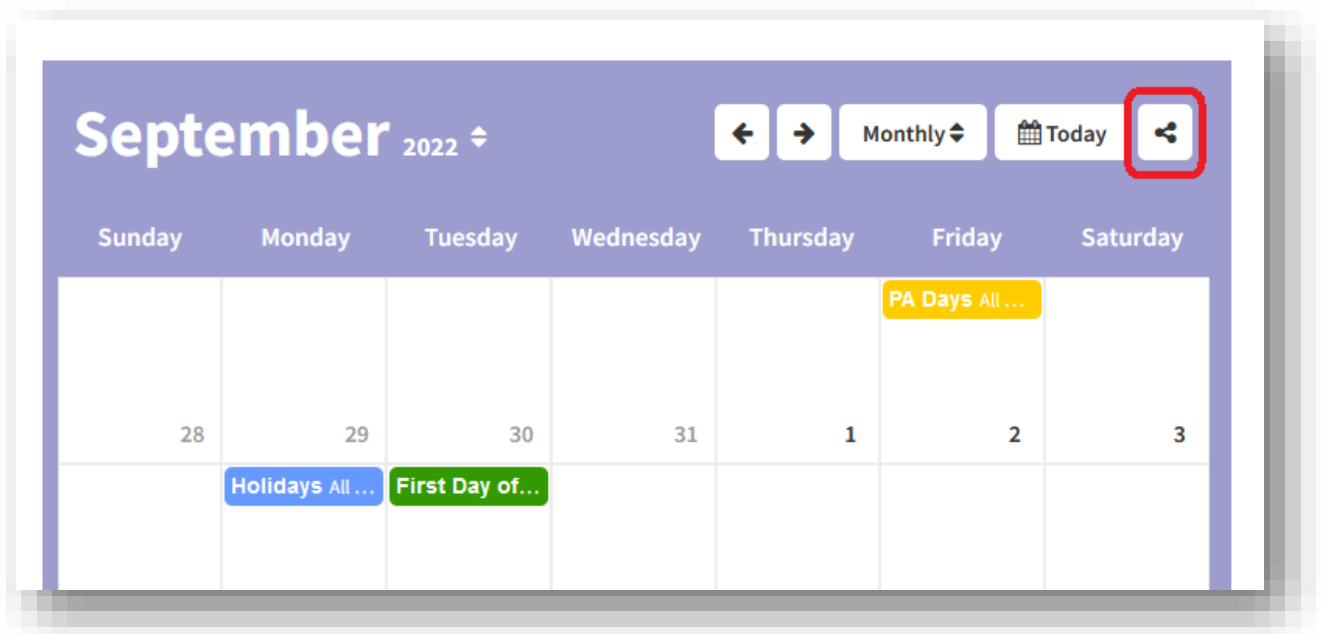
Option 1

iCal/RSS Feed

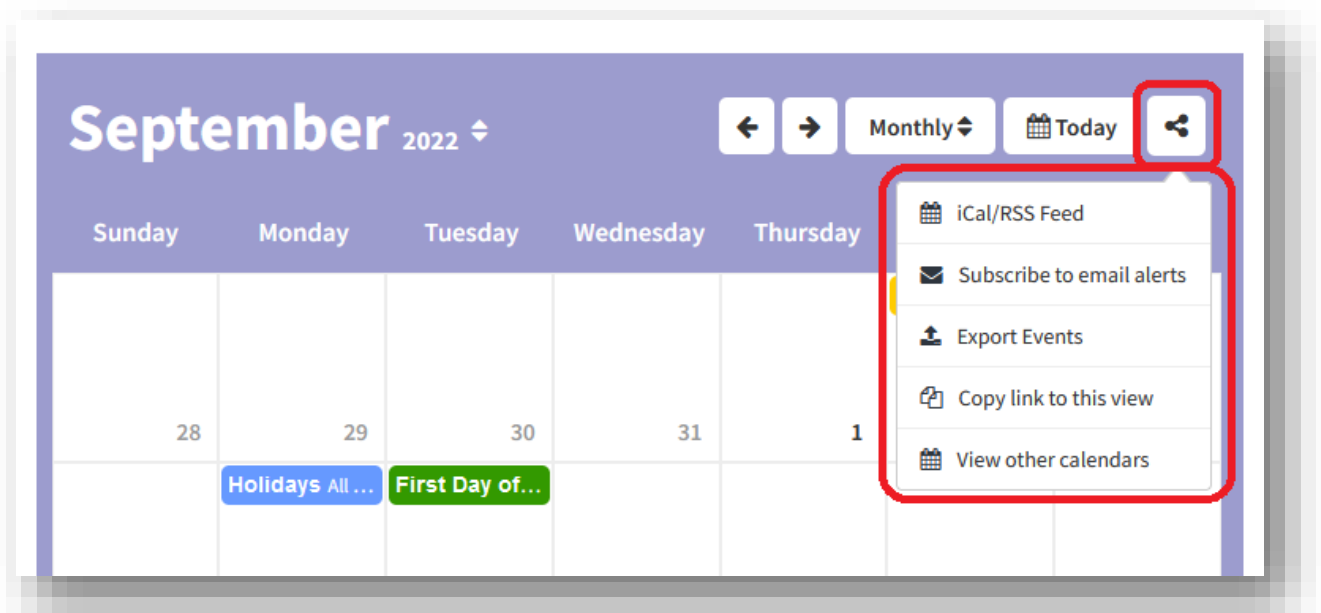
Browse to one of the OCDSB calendars

- [Events Calendar](#)
- [Elementary Calendar](#)
- [Secondary Calendar](#)

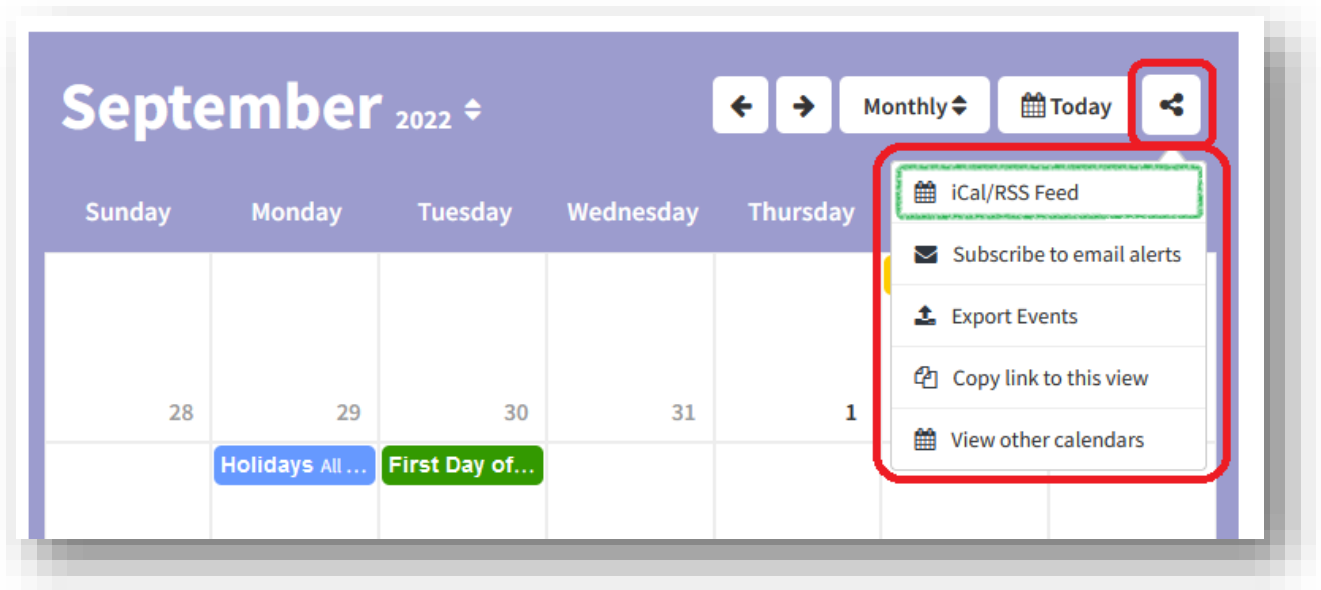
Hover over the **Connect** icon on the top right hand side of the calendar



A list of dropdown option displayed



Select **iCal/RSS Feed** from the dropdown list



Calendar Subscription page displayed

iCal Feeds


Click **Open** to add the calendar feed to your default calendar application.

Alternatively, click **Copy** to add the feed URL to your clipboard. You can then paste the feed URL into your calendar application

Name

Calendar

[Open](#) 

[Copy](#) 


RSS Feeds


Click **Open** to add the RSS feed to your default RSS application.

Alternatively, click **Copy** to add the RSS URL to your clipboard. You can then paste the RSS URL into your calendar application

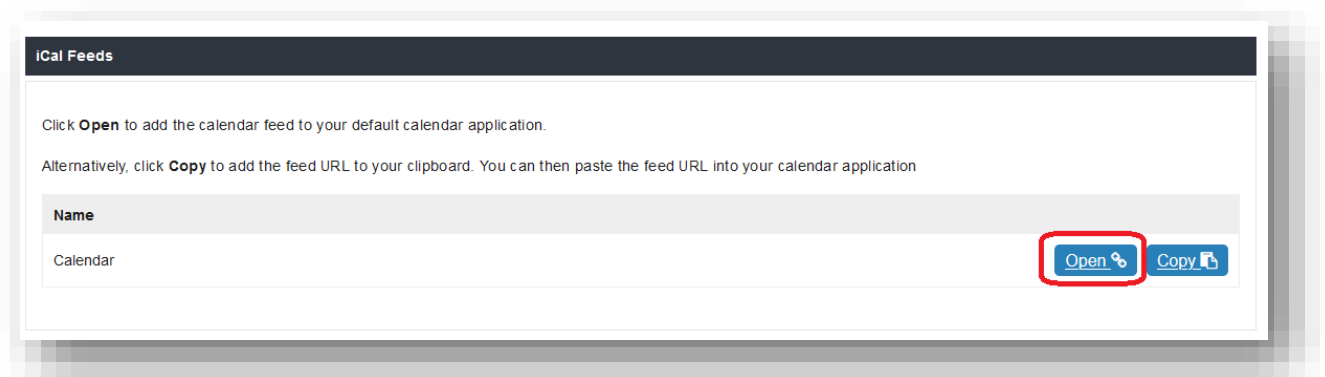
Name

Calendar

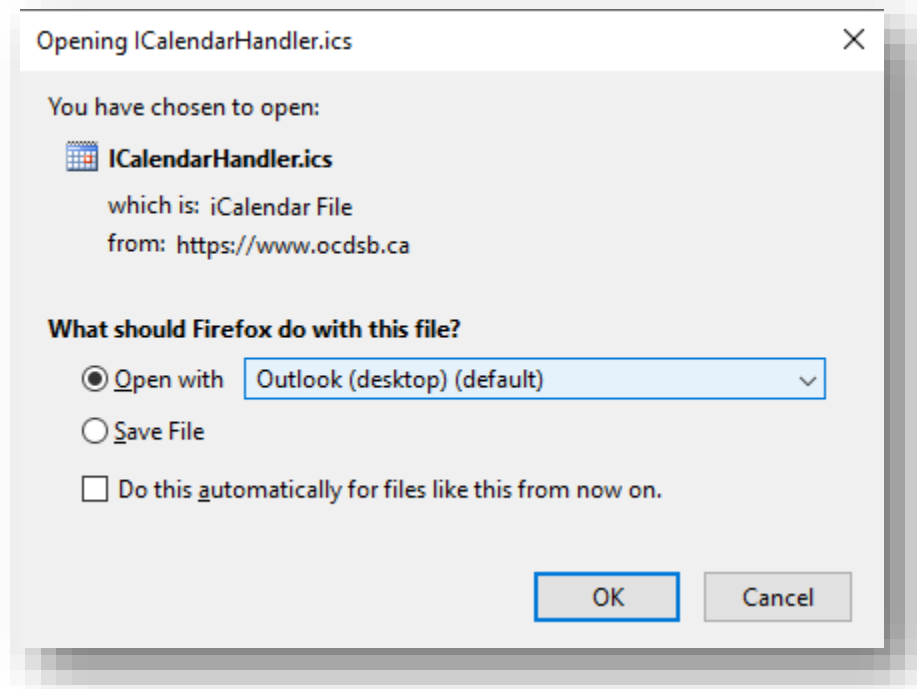
[Open](#) 

[Copy](#) 

iCal Feeds - Open:

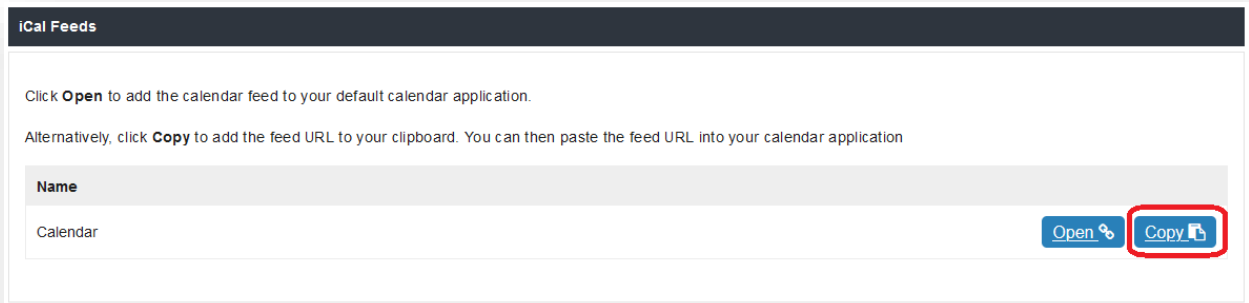


Click **Open** to add the calendar feed to your default calendar application



Follow the application steps.

iCal Feeds - Copy:



Subscribing to a calendar using iCal-URL

This short tutorial shows you how to subscribe to a public iCal Calendar with Google Calendar.

Click **Copy** to add the feed URL to your clipboard. You can then paste the feed URL into your calendar application

- Go to calendar.google.com.
- On the left side go to "Other Calendars" and click on the dropdown.
- Choose "Add by URL".
- **Enter the URL** of the calendar, which you want to subscribe to.
- Click on "Add Calendar" and wait for Google to import your events.

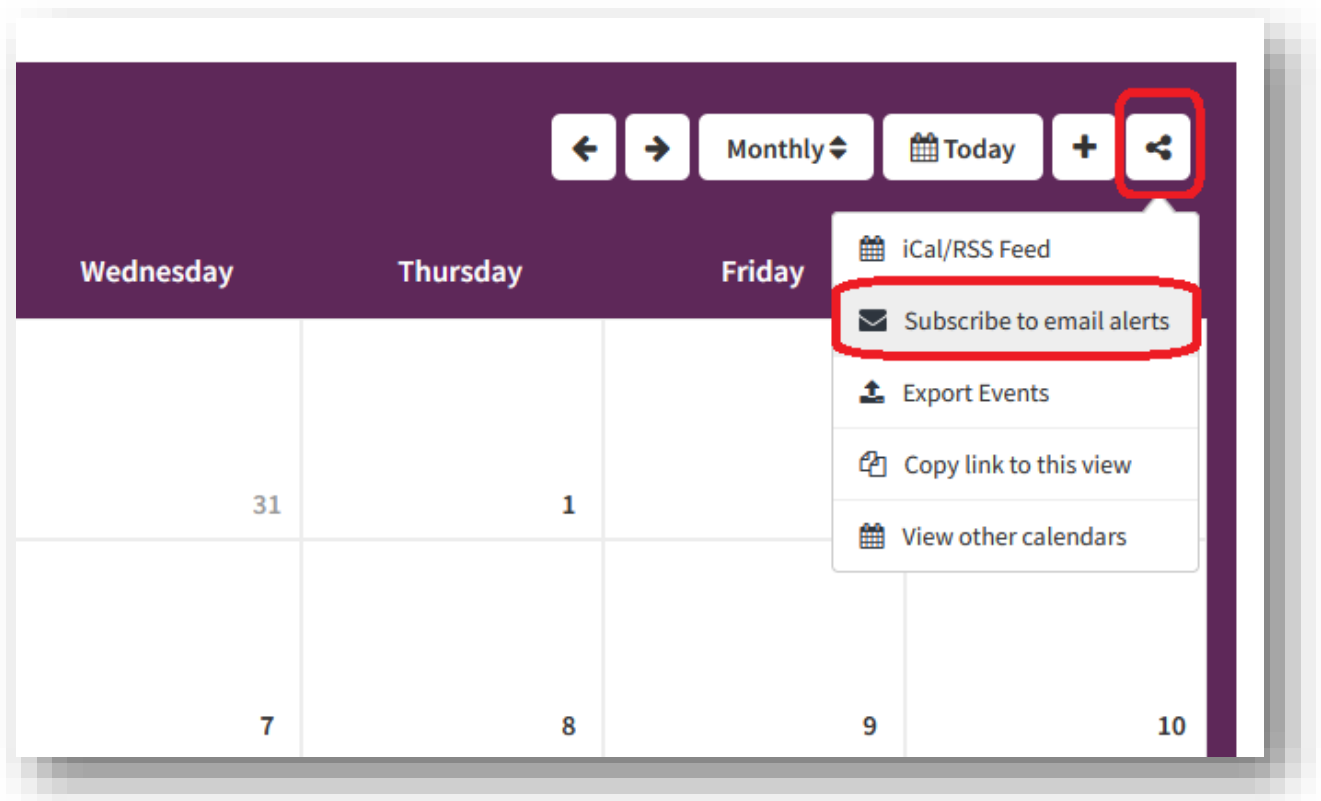
Option 2

Subscribe to email alerts

Hover over the **Connect** icon on the top right hand side of the calendar

A list of dropdown option displayed

Select **Subscribe to email alerts** from the dropdown list



New page displayed

ALERT DETAILS

Enter title for your alert

Would you like to see alerts online?

Show me alerts online

Would you like to be emailed alerts?

Send me alerts by email

Enter email address Required

How often would you like to be emailed alerts?

Send alert results immediately

Send an alert summary daily

Send an alert summary weekly

Select email type

Add Alert

Cancel

Fill-in the details and click **Ad Alert**