

Ottawa Carleton District School Board

How to

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





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

Jepu	myer	2022 •			, .	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					PA Days All	
28	29	30	31	1	2	3
	Holidays All	First Day of				

A list of dropdown option displayed



unday	Monday	Tuesday	Wednesday	Thursday	iCal/RSS Feed		
					Subscribe to email alerts		
					1 Export Events		
					Copy link to this view		
28	29	30	31	1	View other calendars		

Select iCal/RSS Feed from the dropdown list

epte	annei	2022 🔻			
Sunday	Monday	Tuesday	Wednesday	Thursday	iCal/RSS Feed
					Subscribe to email alerts
					Export Events
					台 Copy link to this view
28	29	30	31	1	View other calendars
	Holidays All	First Day of			_

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 🖪
R\$\$ Feeds	
Click Open to add the RSS feed to your default RSS applicatio	n.
Alternatively, click Copy to add the RSS URL to your clipboard. calendar application	You can then paste the RSS URL into your
Name	
Calendar	Open % Copy 🖪



iCal Feeds - Open:

l Feeds	
ick Open to add the calendar feed to your default calendar application.	
ernatively, click Copy to add the feed URL to your clipboard. You can then paste the feed URL into your calendar applic	ation
Name	
Calendar	Open & Copy

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

Opening ICalendar	landler.ics X					
You have chosen t	o open:					
ICalendarHa	ndler.ics					
which is: iCalendar File						
from: https://www.ocdsb.ca						
What should Firef	ox do with this file?					
Open with						
○ <u>S</u> ave File						
Do this <u>a</u> uto	matically for files like this from now on.					
	OK Cancel					

Follow the application steps.



iCal Feeds - Copy:

Open % 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

	← +	Monthly	;	🛗 Today	+ <
Wednesdav	Thursday	Friday	i 🏥	Cal/RSS Fee	d
			N 8	Subscribe to	email alerts
			1 E	xport Event	S
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31	1		t 🛍	iew other ca	lendars
7	8		9		10

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?
OSend alert results immediately
Send an alert summary daily
OSend an alert summary weekly
Select email type Html v
Add Alert Cancel

Fill-in the details and click Ad Alert

