

Included are instructions on how to add the Kiwanis Uptown Calendar to your Gmail, Hotmail and Outlook Calendars.

The Kiwanis Calendar supports the icalendar (.ics) format, so any calendar program that supports icalendar format can sync with the Kiwanis Uptown calendar.

The ical url is: http://www.kiwanisuptown.org/webcalendar/publish.php/_public_.ics

Gmail:

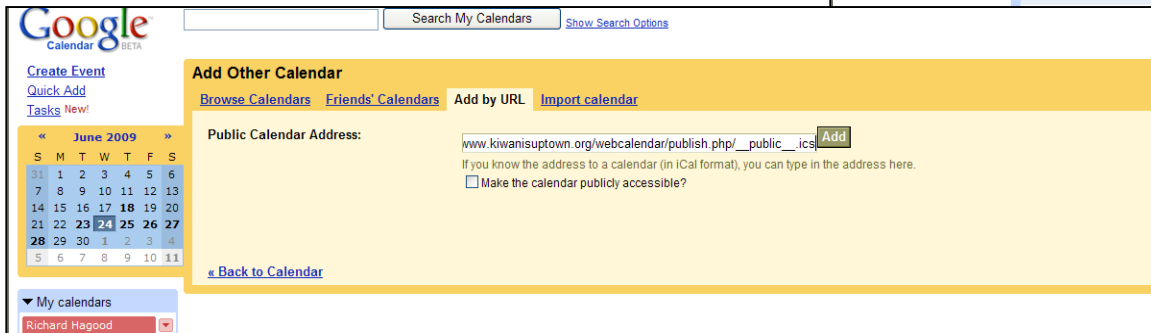
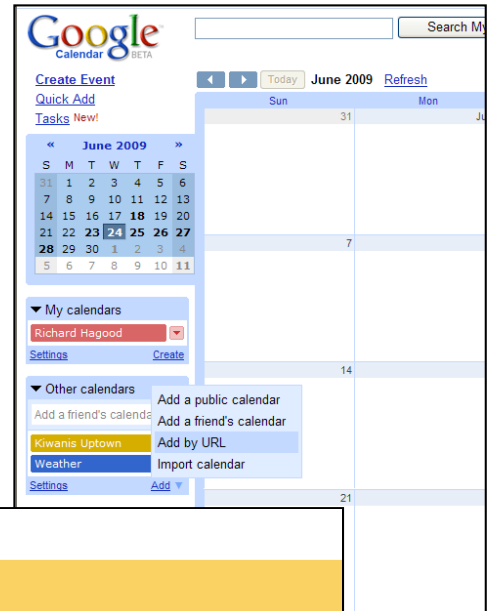
In Google Calendar, click 'Add by URL.'

Then Copy Paste the URL below to 'Public Calendar Address'

http://www.kiwanisuptown.org/webcalendar/publish.php/_public_.ics

Click 'Add' and ensure it shows up under 'Other Calendars.'

It may have the name 'Public Access' but this can be changed by going to 'settings' and clicking 'Public Access.' Then change the calendar name from 'Public Access' to 'Kiwanis Uptown.'

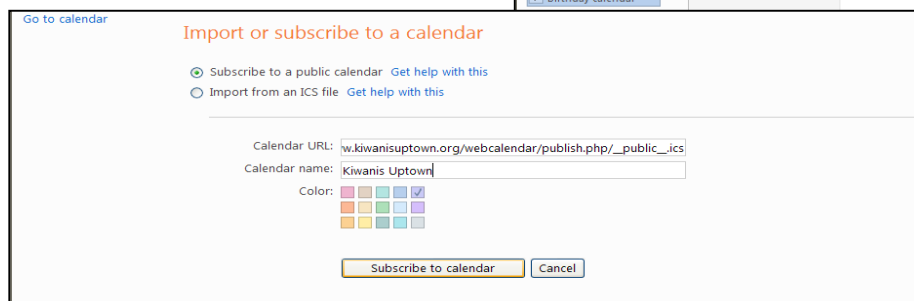
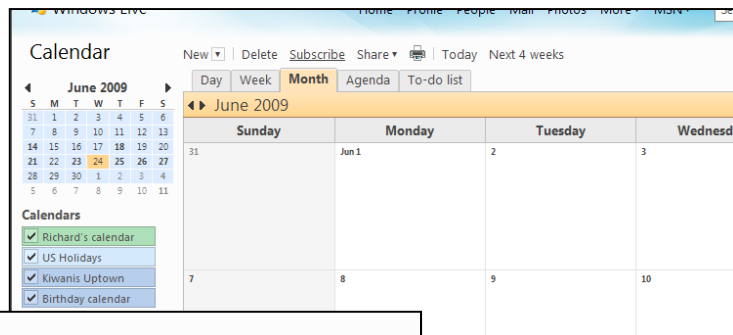


Hotmail

Go to Calendar on the left menu, then click 'Subscribe' at the top:

Copy/paste the ics url into 'Calendar URL' and enter Kiwanis Uptown for the 'Calendar Name'

http://www.kiwanisuptown.org/webcalendar/publish.php/_public_.ics



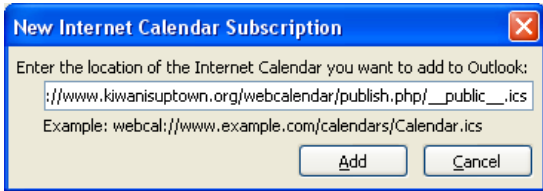
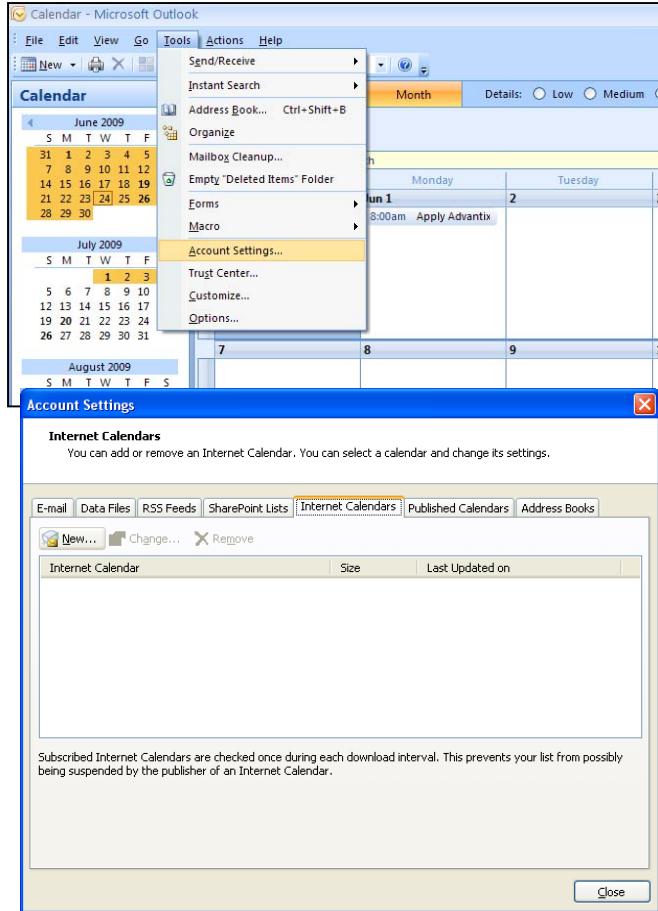
Outlook 2007

To the Calendar in Outlook. On the top menu click 'Tools' -> 'Account Settings'

Then select the 'Internet Calendars' tab and click 'New'

Copy/Paste the ics url into the 'URL' field and click Add

http://www.kiwanisuptown.org/webcalendar/public_h.php/_public_.ics



In the Folder name field enter 'Kiwanis Uptown' and select 'Update Limit' box. Then click OK.

Now click Close on the 'Account Settings' window and ensure the 'Kiwanis Uptown' calendar is checked on the left.

