FAU College of Medicine Support Center

OwlMed: Calendar Feeds

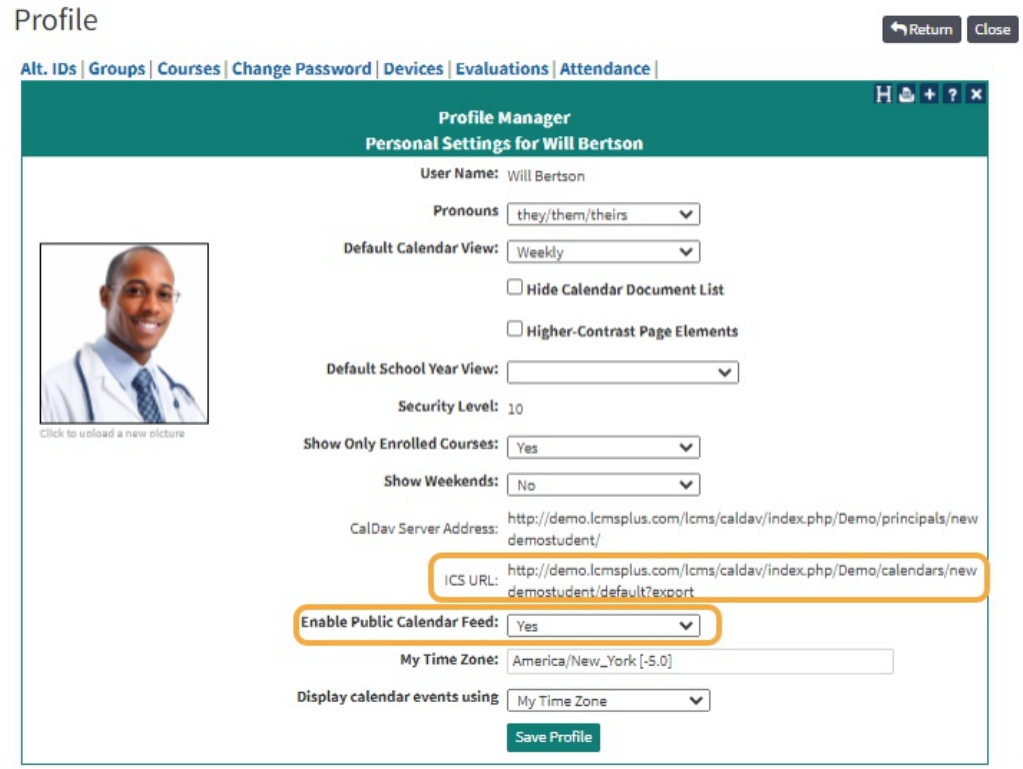
Marcelle Gornitsky - 2023-07-28 - OwlMed and Canvas

Calendar Feeds

- **Public subscriptions** are convenient because they can update your Calendar.
- There is no password protection; your Calendar information is technically open to the public.
- To access your Calendar, other Users must know the specific URL, so your personal information is still protected.

NOTE: Your institution might not allow the public subscription option.

Public Calendar Feeds

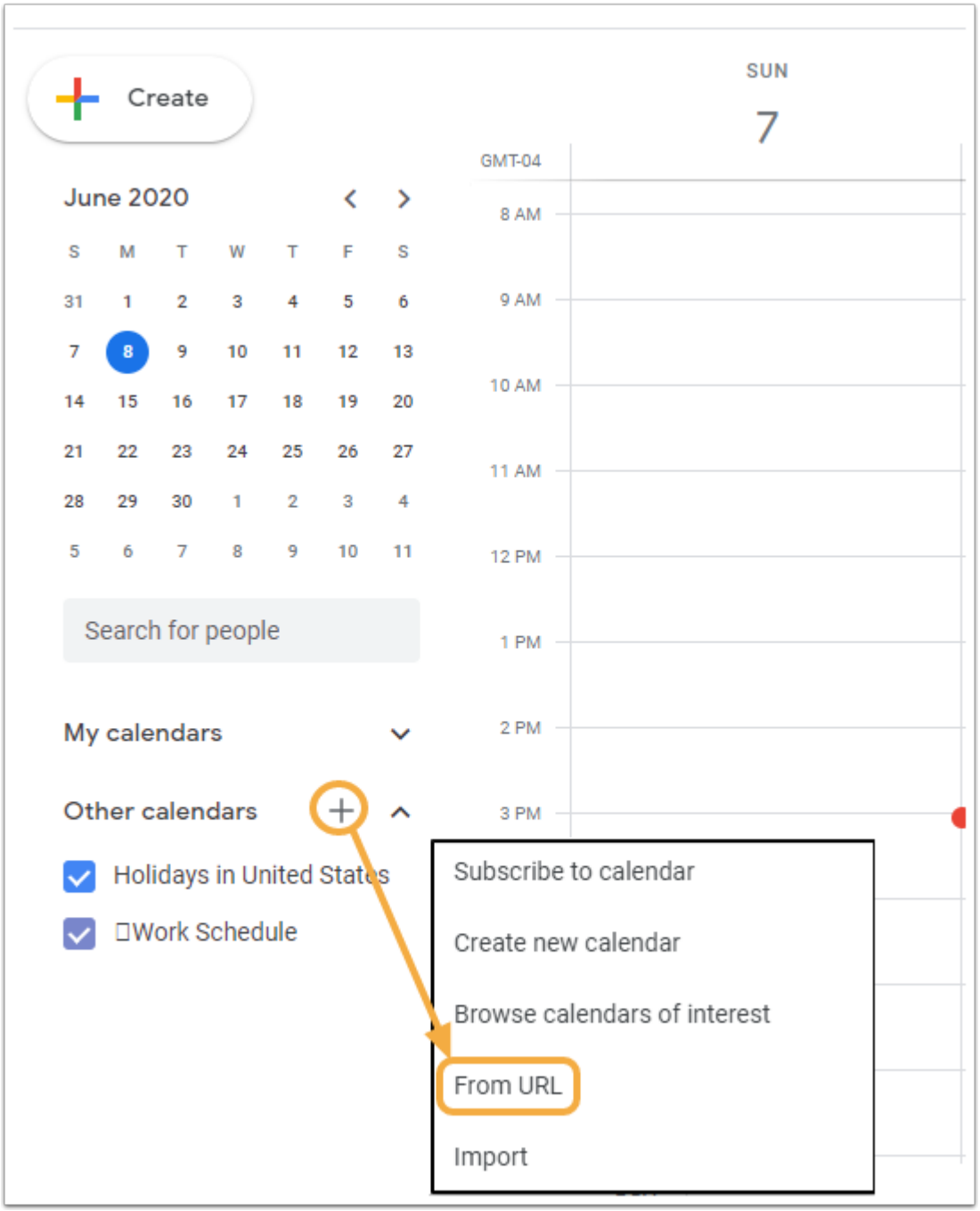


From the Edit Profile page:

- Copy the **ICS URL** link.
- Set **Enable Public Calendar Feed** field to **Yes**.
- Click **Save Profile** button.

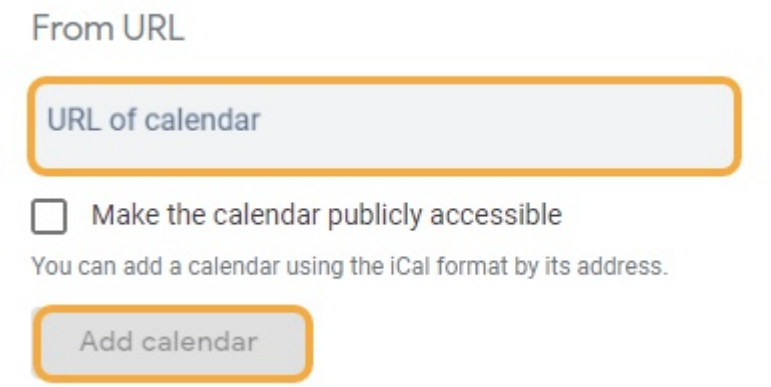
For **faculty**, the calendar feed includes all events for which that faculty member is listed as an instructor. For **students**, the calendar feed includes all of the events for which that student is enrolled.

Google Calendar Web Version



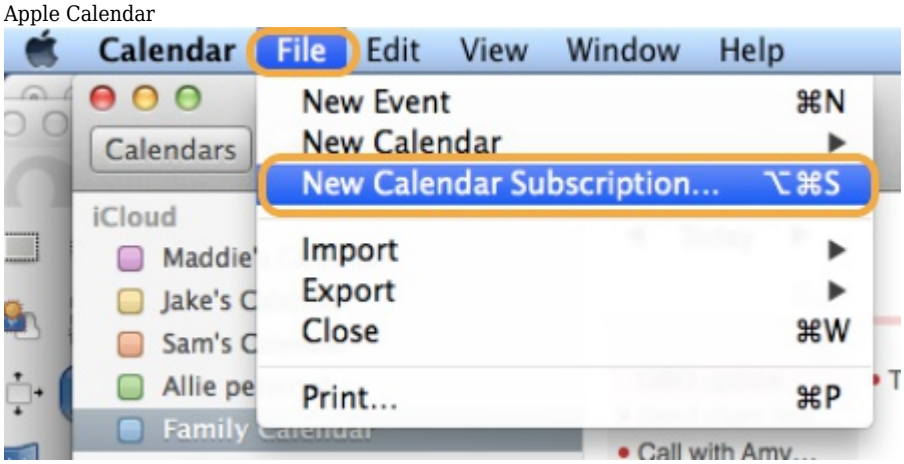
- Open Google Calendar,
- Click the **+** sign on **Other Calendars.**
- Select **From URL.**

Sync Google Calendar



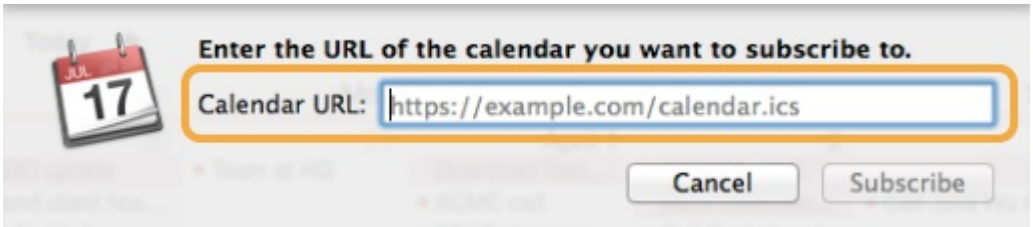
- Paste the ICS calendar link into the **URL** field.
- Click **Add Calendar**.
- The Calendar is now synced with Google Calendar.

Apple Calendar



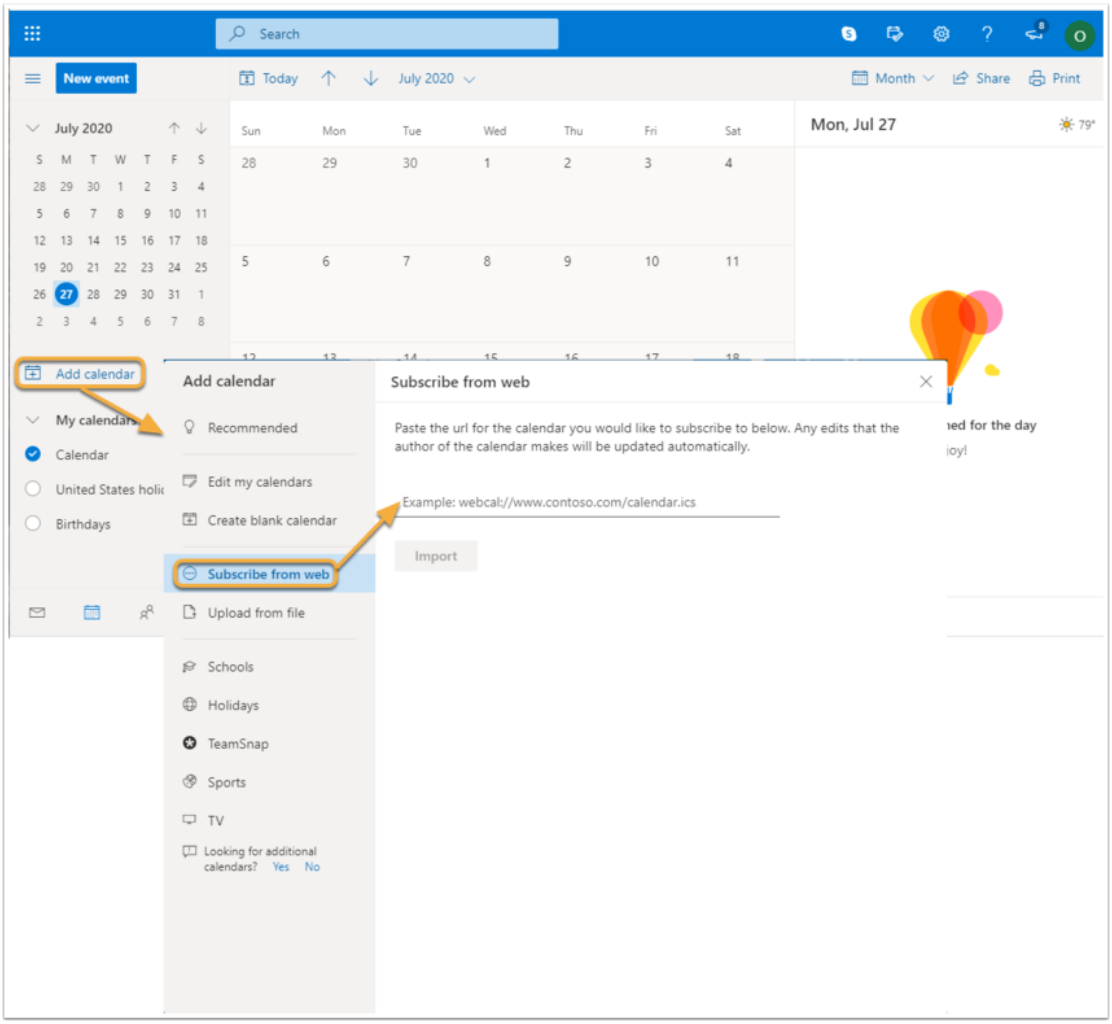
- Open Apple Calendar.
- Click **File**.
- Select **New Calendar Subscription**.

Sync Apple Calendar



- Paste the ICS calendar link in the **Calendar URL** field.
- Click **Subscribe** button.
- The Calendar is now synced with Apple Calendar.

Outlook Calendar



- Click on **Add Calendar**.
- Select **Subscribe from Web.**

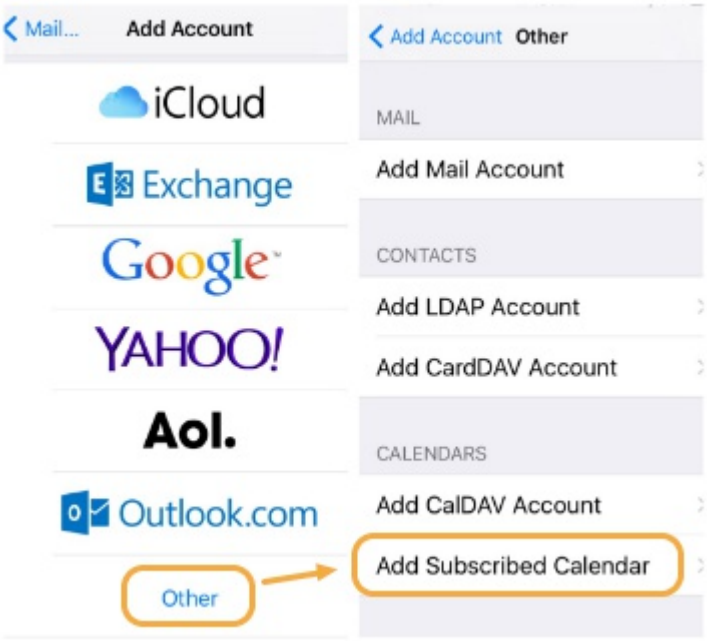
We recommend completing the set-up process in the web version of Outlook rather than the desktop application.

iOS Calendar



- Click on the **Settings** App.
- Select **Mail, Contacts, Calendars.**
- Click **Add Account.**

Add Subscribed Calendar

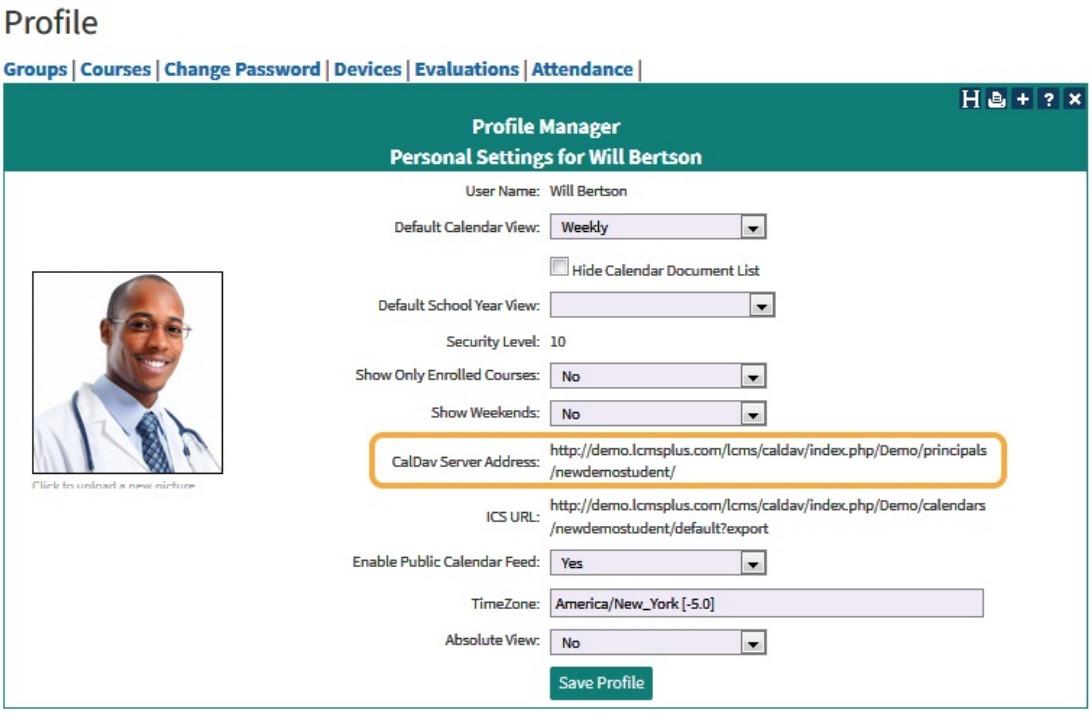


- Click **Other**.
- Select **Add Subscribed Calendar.**
- Paste the ICS calendar link in the **Server** field.
- The Calendar is now synced with iOS calendar.

CalDAV

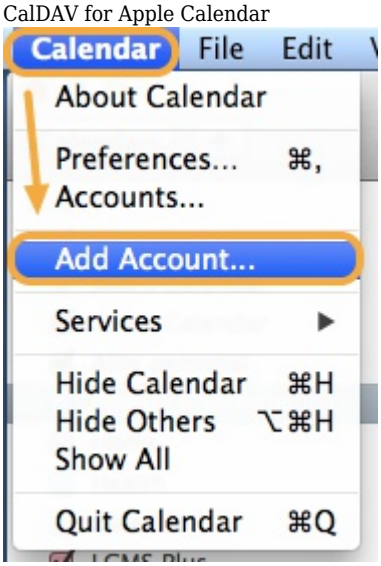
- **CalDAV** provides password protection for calendar data.
- Only clients that support **CalDAV** will be able to sync the Calendar (this includes the Apple Calendar program).

Profile Manager



- Copy the **CalDAV Server Address.**

CalDAV for Apple Calendar



- Open Apple Calendar.
- Click **Calendar.**
- Select **Add Account.**

Add CalDAV



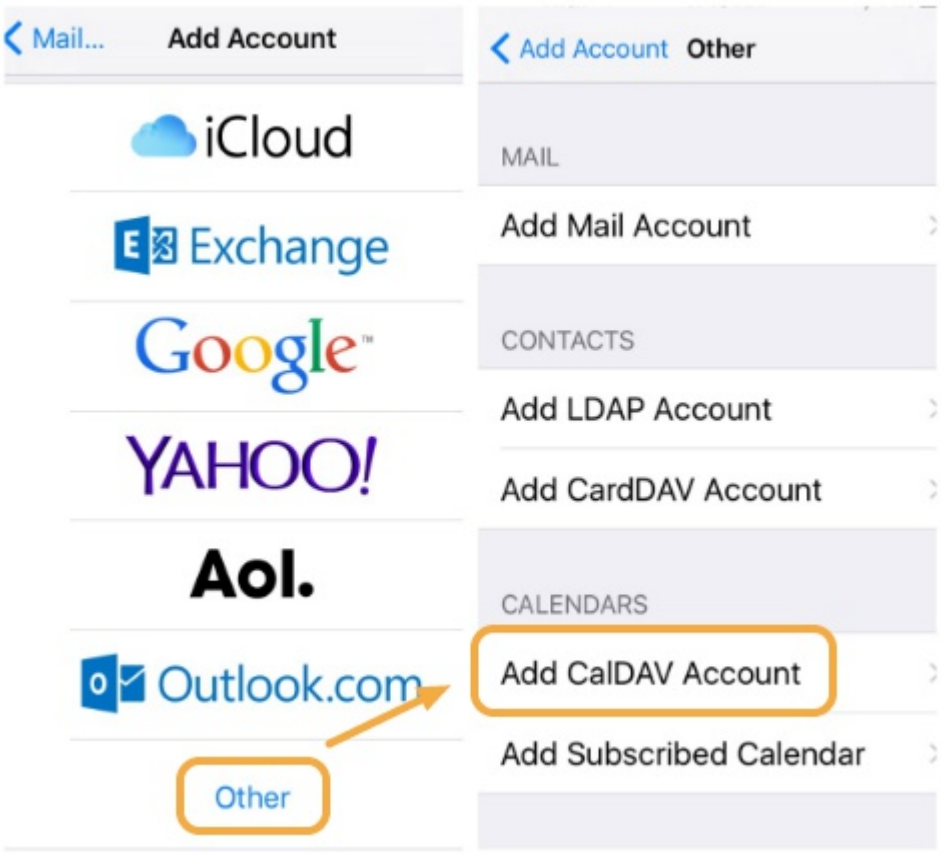
- Select **Add CalDAV Account.**
- Click **Continue.**

CalDAV for iOS



- Click the **Settings** App.
- Click **Mail, Contacts, Calendars.**
- Select **Add Account.**

Add CalDAV Account



- Click **Other.**
- Choose **Add CalDAV Account.**

Add the System User Data



- Enter the System Account User info.
- Paste the **CalDAV** server address in the **Server Address** field.
- Click **Create** to add the calendar.
- The Calendar is now synced with iOS Calendar.

CalDAV for Android

- Caldav Sync Free Beta is a free **CalDAV** sync tool for Android that has been tested to work with the System.
- Once installed, select **Account Settings > Add account > CalDAV Sync Adapter**.
- Enter the System Account User info.

- **Paste** the the System **CalDAV** server address.

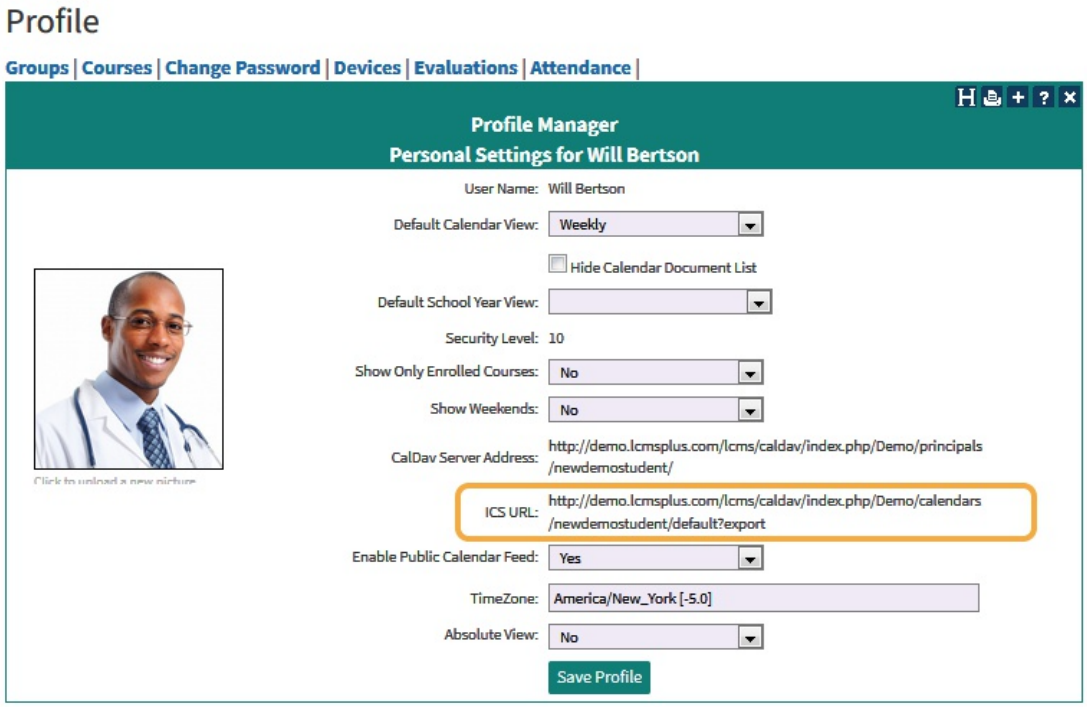
NOTE: CalDAV Sync is another option and costs about $3. It has not yet been tested with **the System.**

ICS File Export/Import

- The **ICS** file export allows Users to download password-protected calendar data to be imported into a client such as Apple or Google calendars.
- **ICS** export cannot be subscribed to in most clients.
- To refresh the Calendar an export is downloaded and imported to the calendar client each time.

Remember: to use the password-protected **ICS** file export, always use your the System password.

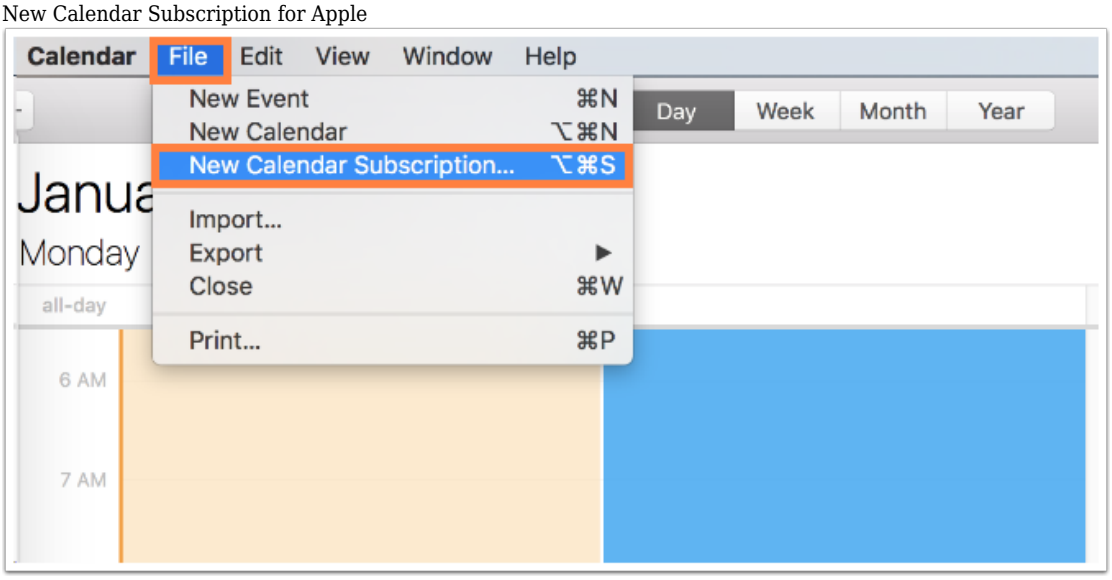
Edit Profile

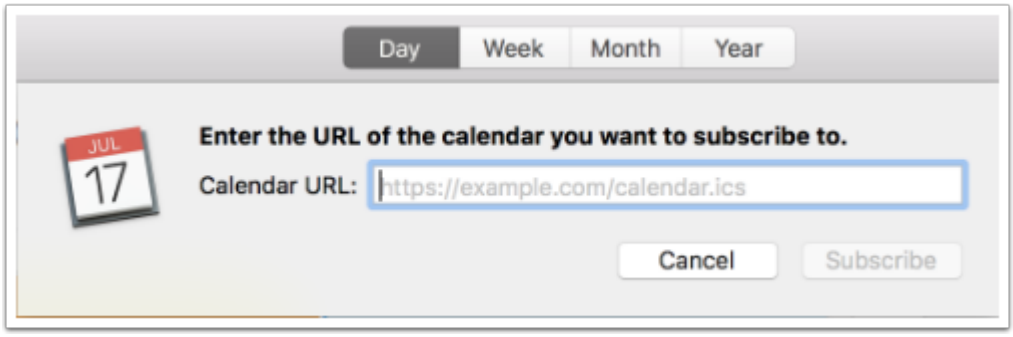


- Click the **ICS URL** link to export and download Calendar data.

NOTE: Depending on the browser, rename the file to end in ".ics".

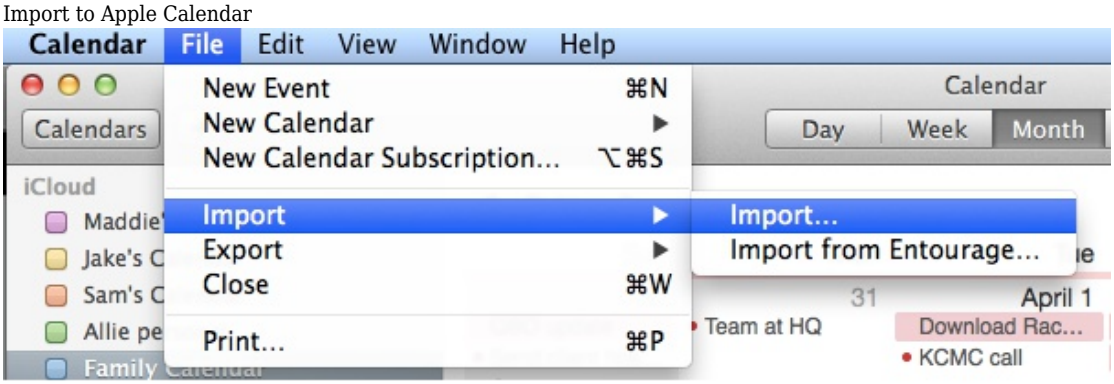
New Calendar Subscription for Apple





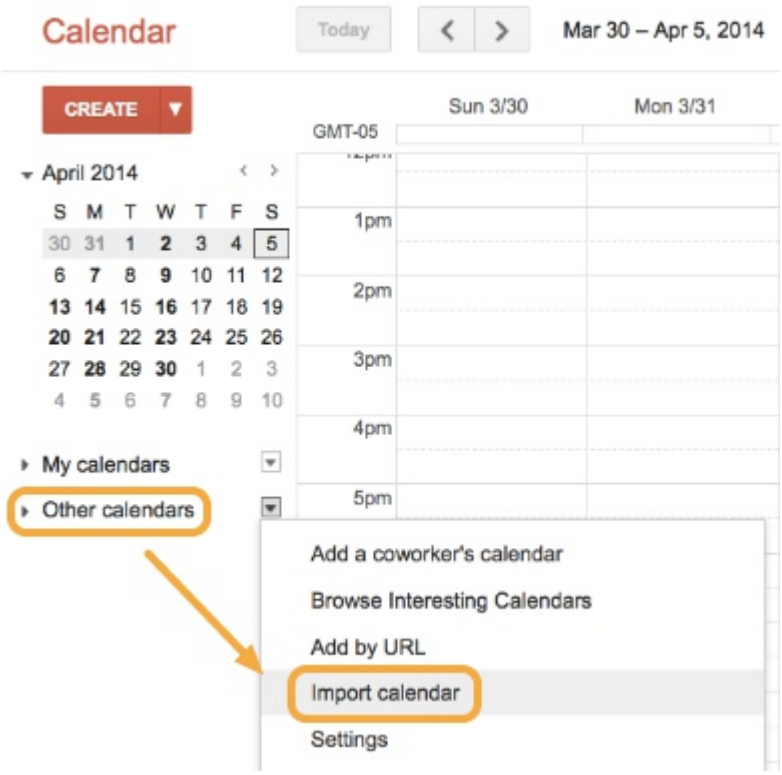
- Click **File.**
- Select **New Calendar Subscription**.
- Then **Import** again.
- Enter the **URL** of the the System Calendar you want to subscribe to.
- Click **Subscribe** to complete the connection process.

Import to Apple Calendar



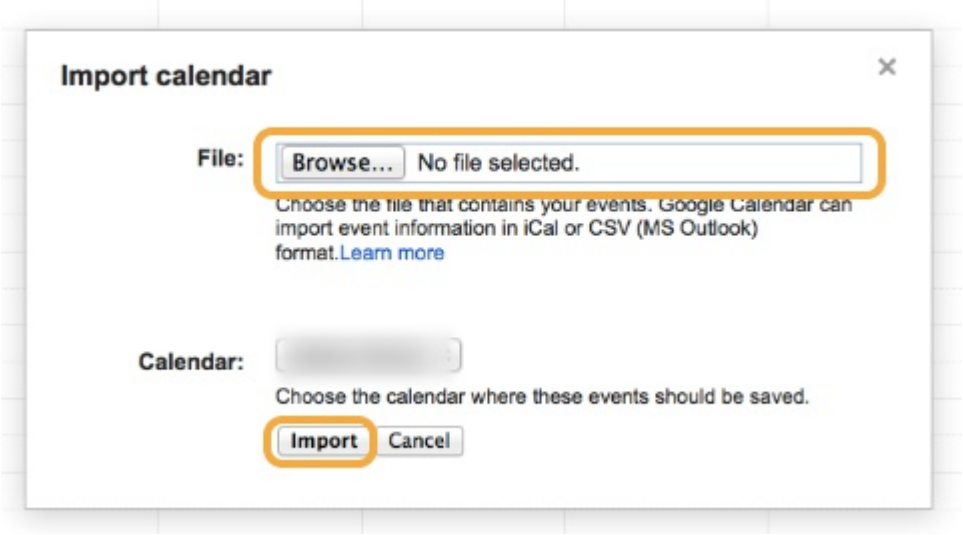
- Click **File.**
- Select **Import**.
- Then **Import** again.
- Select the downloaded calendar data file.
- Choose the destination calendar on the computer.
- Click **OK**.

Import to Google Calendar



- Click **Other Calendars.**
- Select **Import Calendar**.

Import to Google



- From the **Import Calendar** dialog select the downloaded Calendar data file.
- Select the destination calendar.
- Click **Import**.

NOTE: Here are some tips from Google that might also be helpful.

Import to Android

- Google Calendar for Android is available on the Google Play Store.
- Importing the System Calendar data through the web-based Google Calendar App will sync on an Android device.

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Student User Guide

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- Courses Tab
- PET Tab
- The Inbox
- Activity Bell
- The Pin
- The Session Screen (Monitor)
- Profile
- My Portrait
- Exam Portal
- Lottery/Sign Ups
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