

FAU College of Medicine Support Center

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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

Profile

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Click to upload a new picture

Profile Manager

Personal Settings for Will Bertson

User Name: Will Bertson

Pronouns: they/them/theirs

Default Calendar View: Weekly

☐ Hide Calendar Document List

☐ Higher-Contrast Page Elements

Default School Year View:

Security Level: 10

Show Only Enrolled Courses: Yes

Show Weekends: No

CalDav Server Address: http://demo.lcmsplus.com/lcms/caldav/index.php/Demo/principals/newdemostudent/

ICS URL: http://demo.lcmsplus.com/lcms/caldav/index.php/Demo/calendars/newdemostudent/default?export

Enable Public Calendar Feed: Yes

My Time Zone: America/New_York [-5.0]

Display calendar events using: My Time Zone

[Save Profile](#)

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

The image shows the Google Calendar interface. At the top left is a 'Create' button with a multi-colored plus icon. Below it is a calendar for June 2020, with the 8th highlighted in blue. To the right of the calendar is a search bar labeled 'Search for people'. Below the search bar is a section for 'My calendars' with a dropdown arrow. Underneath is 'Other calendars' with a plus icon circled in orange. An arrow points from this plus icon to a dropdown menu. The menu contains the following options: 'Subscribe to calendar', 'Create new calendar', 'Browse calendars of interest', 'From URL' (which is highlighted with an orange box), and 'Import'. The background of the interface shows a weekly view for Sunday, June 7th, with a time slot from 8 AM to 3 PM.

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

Sync Google Calendar

From URL

URL of calendar

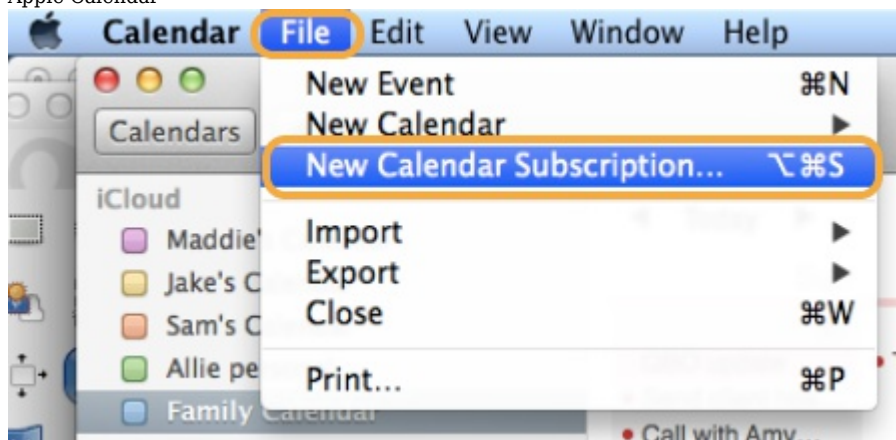
☐ Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

Add calendar

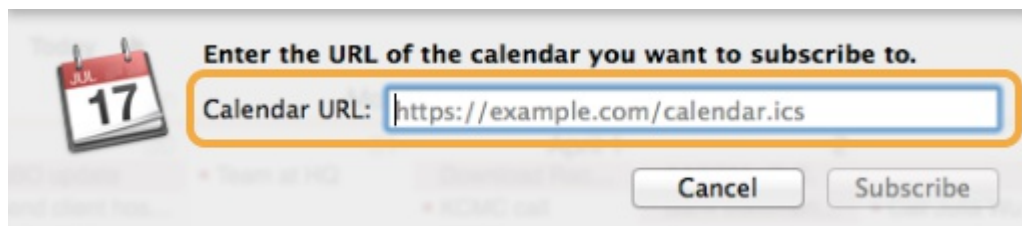
- Paste the ICS calendar link into the **URL** field.
- Click **Add Calendar**.
- The Calendar is now synced with Google Calendar.

Apple Calendar



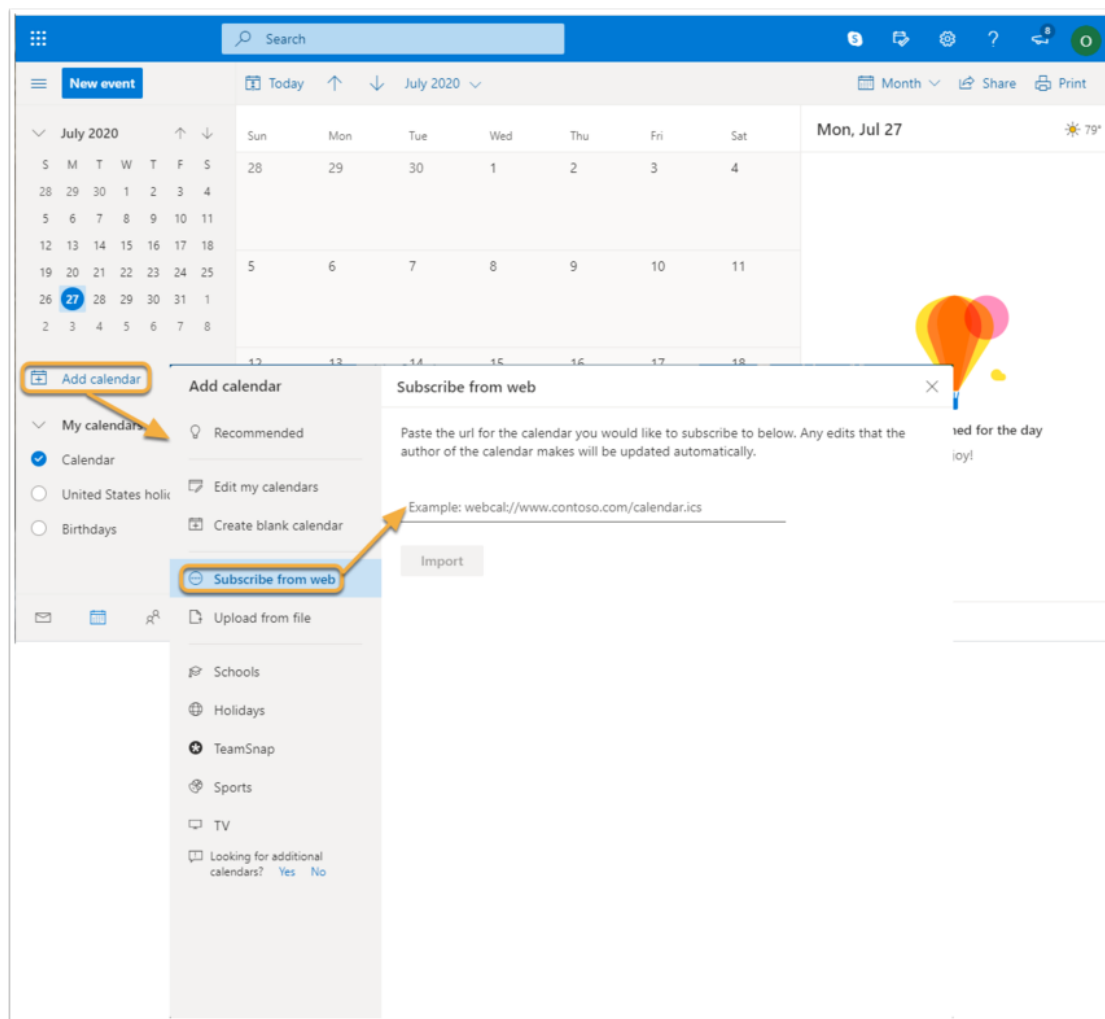
- Open Apple Calendar.
- Click **File**.
- Select **New Calendar Subscription**.

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**.

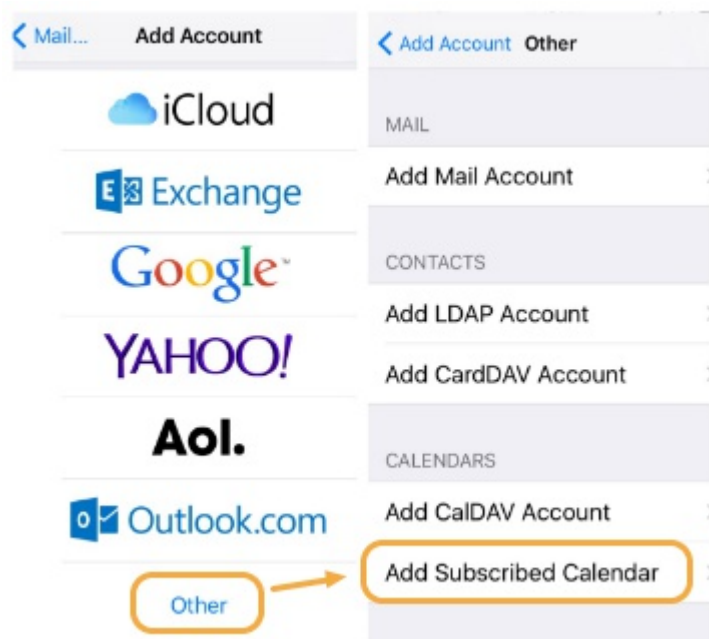
We recommend completing the set-up process in the web version of Outlook rather than the desktop application.

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.

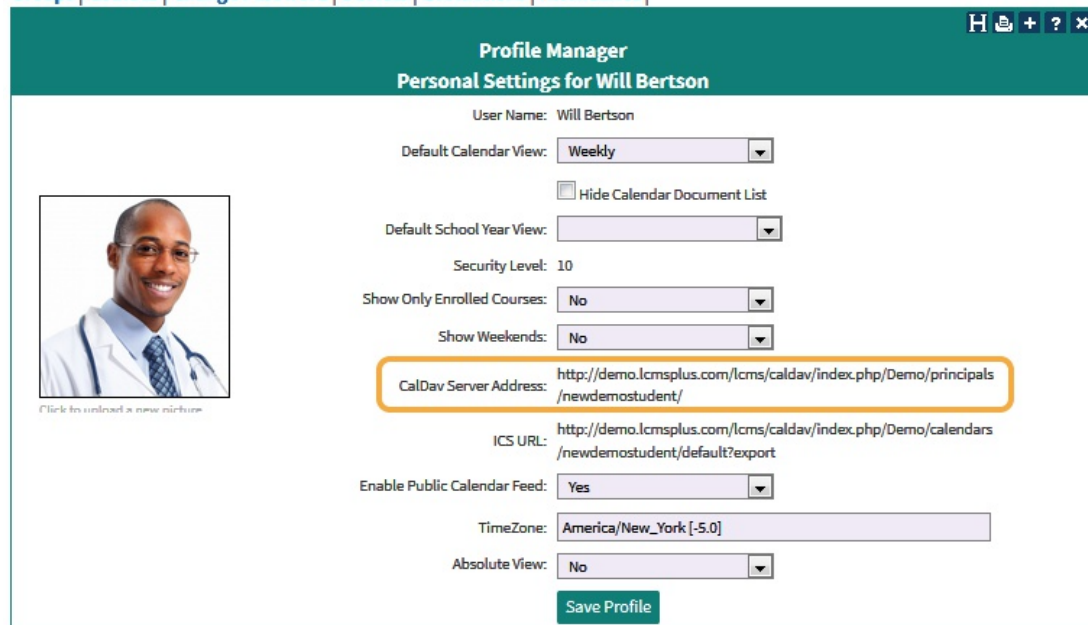
CalDAV

- **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

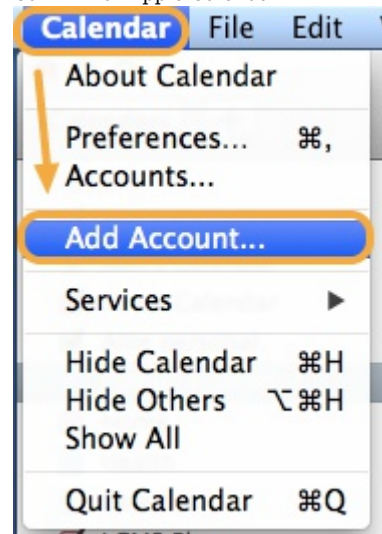
Profile

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- Copy the **CalDAV Server Address**.

CalDAV for Apple Calendar



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

Add CalDAV



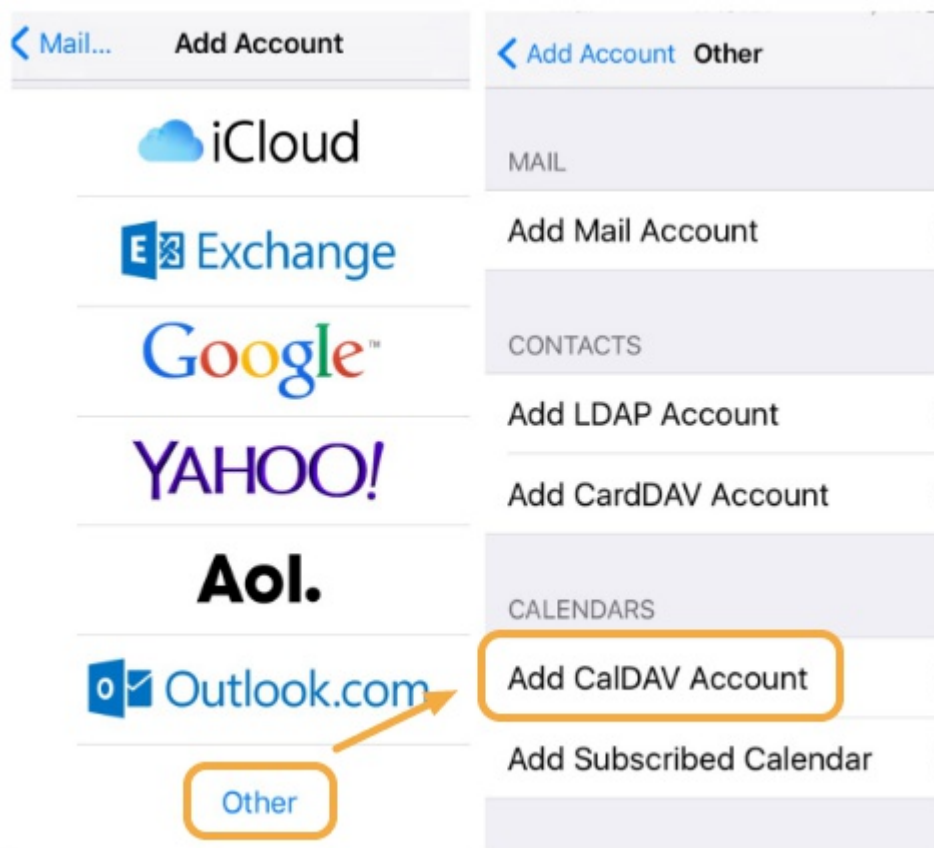
- Select **Add CalDAV Account**.
- Click **Continue**.

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

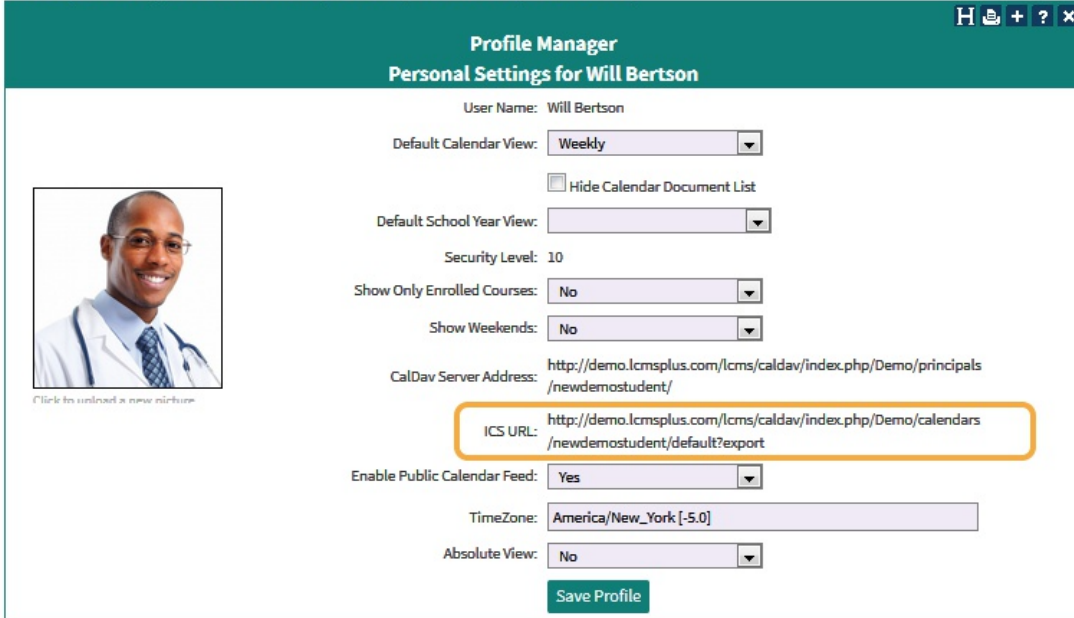
- The **ICS** file export allows Users to download password-protected calendar data to be imported into a client such as Apple or Google calendars.
- **ICS** export cannot be subscribed to in most clients.
- To refresh the Calendar an export is downloaded and imported to the calendar client each time.

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

Edit Profile

Profile

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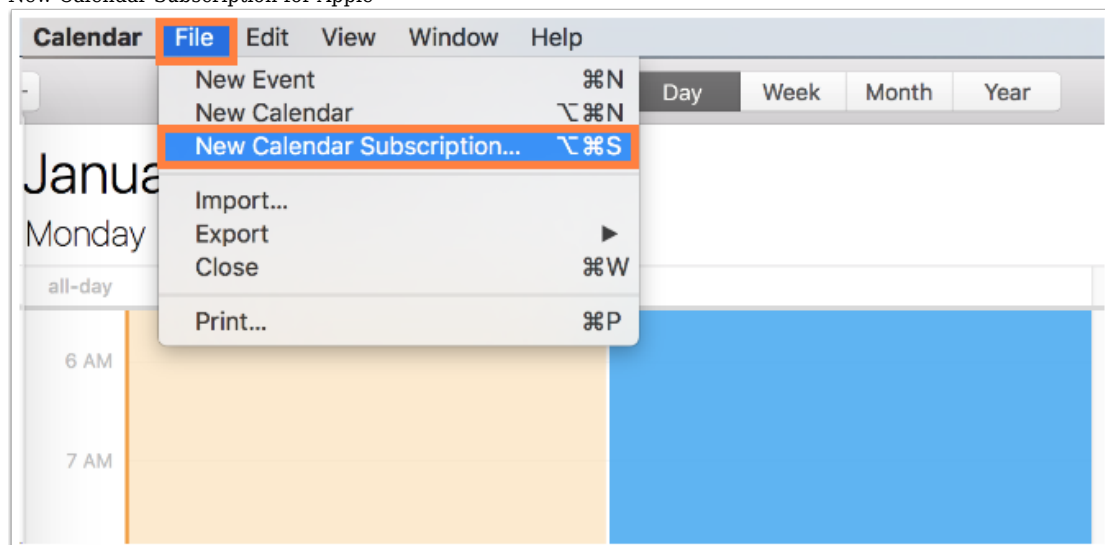
The screenshot shows the 'Profile Manager' interface for 'Will Bertson'. It includes a profile picture of a man in a white lab coat. The settings are as follows:

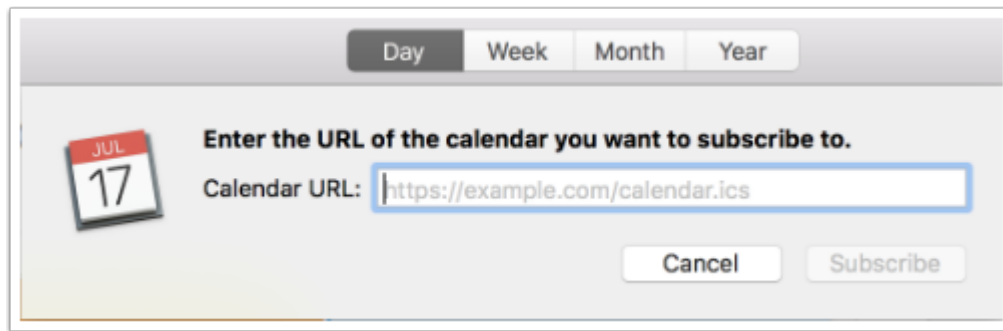
- User Name: Will Bertson
- Default Calendar View: Weekly
- ☐ Hide Calendar Document List
- Default School Year View: [Dropdown]
- Security Level: 10
- Show Only Enrolled Courses: No
- Show Weekends: No
- CalDav Server Address: <http://demo.lcmsplus.com/lcms/caldav/index.php/Demo/principals/newdemostudent/>
- ICS URL: <http://demo.lcmsplus.com/lcms/caldav/index.php/Demo/calendars/newdemostudent/default?export> (highlighted with an orange box)
- Enable Public Calendar Feed: Yes
- TimeZone: America/New_York [-5.0]
- Absolute View: No
- Save Profile button

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

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

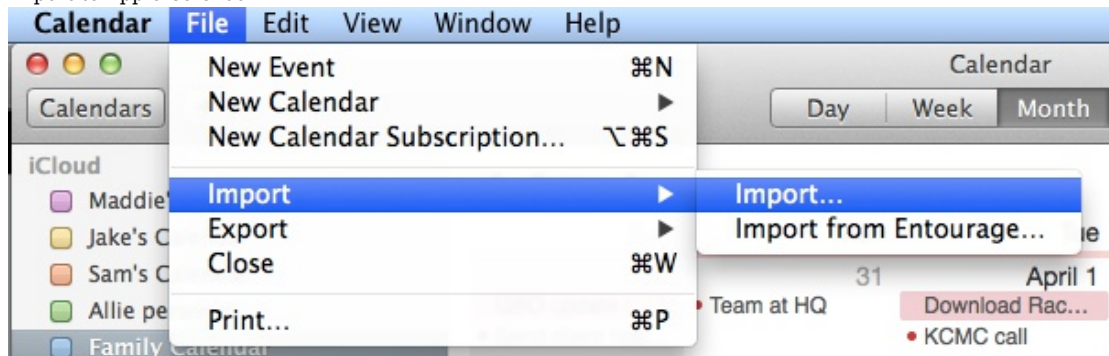
New Calendar Subscription for Apple





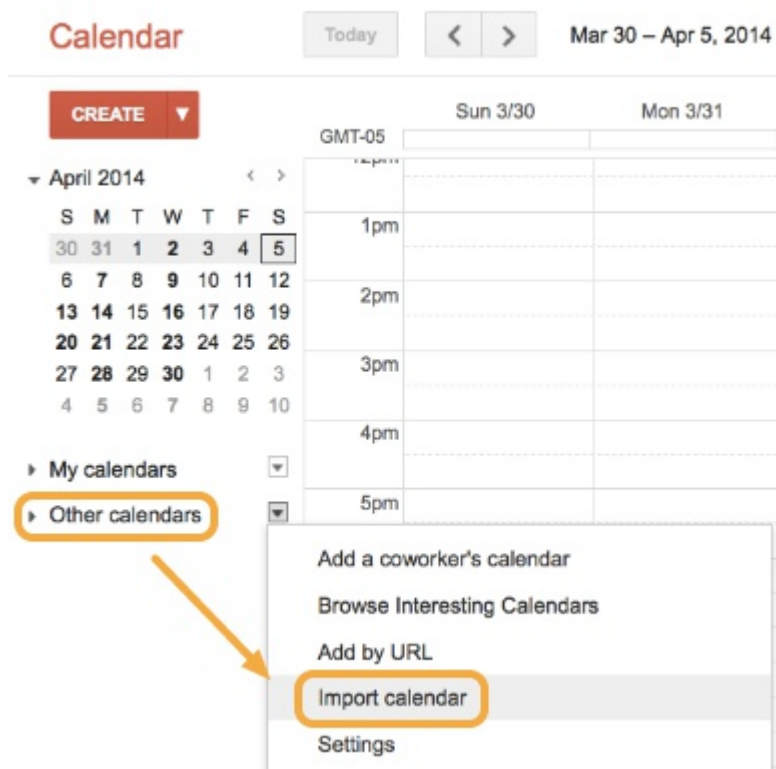
- Click **File**.
- Select **New Calendar Subscription**.
- Then **Import** again.
- Enter the **URL** of the the System Calendar you want to subscribe to.
- Click **Subscribe** to complete the connection process.

Import to Apple Calendar



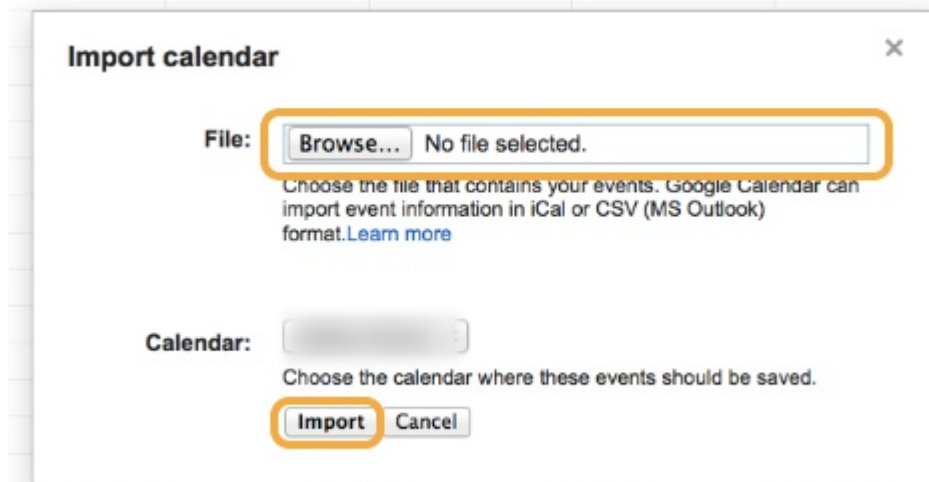
- Click **File**.
- Select **Import**.
- Then **Import** again.
- Select the downloaded calendar data file.
- Choose the destination calendar on the computer.
- Click **OK**.

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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Section Screen 9

Event Screen 9

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