



## Using the CADAC Shared Google Calendar

A shared Google Calendar has been created for CADAC which lists all of the club's activities over the course of the year. Members are free to use the calendar on an as-is basis. It is known to work on Android when linked with a Google account. It also works on iPads and iPhones as well as with Microsoft Outlook. The setup process is different across the various platforms, and each process has been documented below as far as is possible. You can send an email to [CADAC Calendar](mailto:cadacalendar@gmail.com) if you require help setting things up or if you have any suggestions.

Once the calendar has been set up, individuals can unsubscribe or delete it from their own devices as they see fit.

### Android setup

Users have to be invited one by one and we can't send a blanket invite, so if you send an email to [CADAC Calendar](mailto:cadacalendar@gmail.com) requesting to be added, we will send back an invite by return.

Wherever possible, try to send the email request from an account you already use with Google Calendar. Things are more likely to work if you get yourself up and running with Google Calendar first, before asking to be added to the CADAC Calendar.

If your email address is registered with Google you will receive an email to the effect that [cadacalendar@gmail.com](mailto:cadacalendar@gmail.com) has given you access to view events on the Google Calendar called "CADAC", and that Google have automatically added this calendar to your Google Calendar account. You can show or hide the calendar at will, although exactly how you do this will vary from device to device.

If your email address is not registered with Google, you will instead receive an email saying that [cadacalendar@gmail.com](mailto:cadacalendar@gmail.com) recommends that you use Google Calendar. The email provides a link to accept the invitation and register for an account. As mentioned above, this approach seems to be a bit more problematic so try and set yourself up with a working Google account first wherever possible.

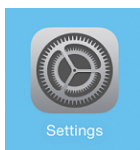
## iPad/iPhone setup summary

This section outlines the steps required to setup the calendar on an iPad/iPhone. A more detailed section with screenshots follows. The iPad/iPhone setup seems more robust than for Android, and so far seems to have worked reliably without any issues.

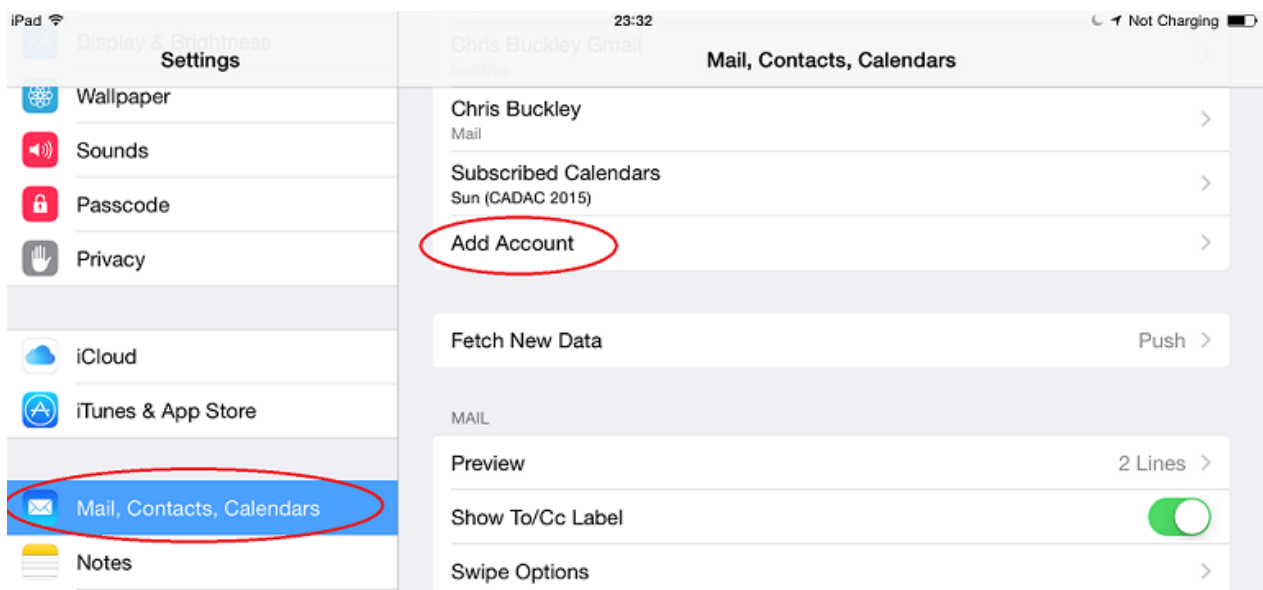
- Go to Settings
- Mail, Contacts, Calendars
- Add Account
- Other
- Add Subscribed Calendar
- Paste in this URL:  
<https://www.google.com/calendar/ical/cadacalendar%40gmail.com/private-8590141c5d9ebf74dac71757727c2439/basic.ics>
- Click Next
- Click Save
- CADAC will now appear as a Subscribed Calendar that can be switched on and off at will from within the Calendar application

## iPad/iPhone detailed setup

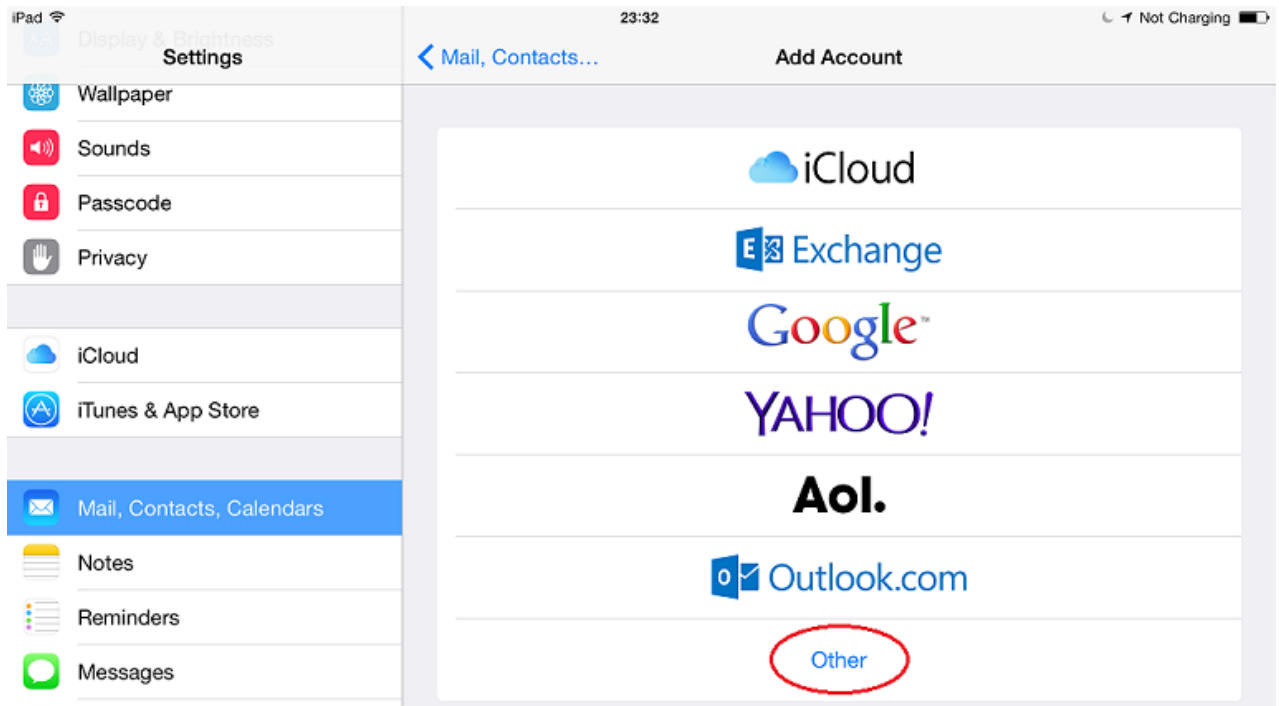
Go to Settings:



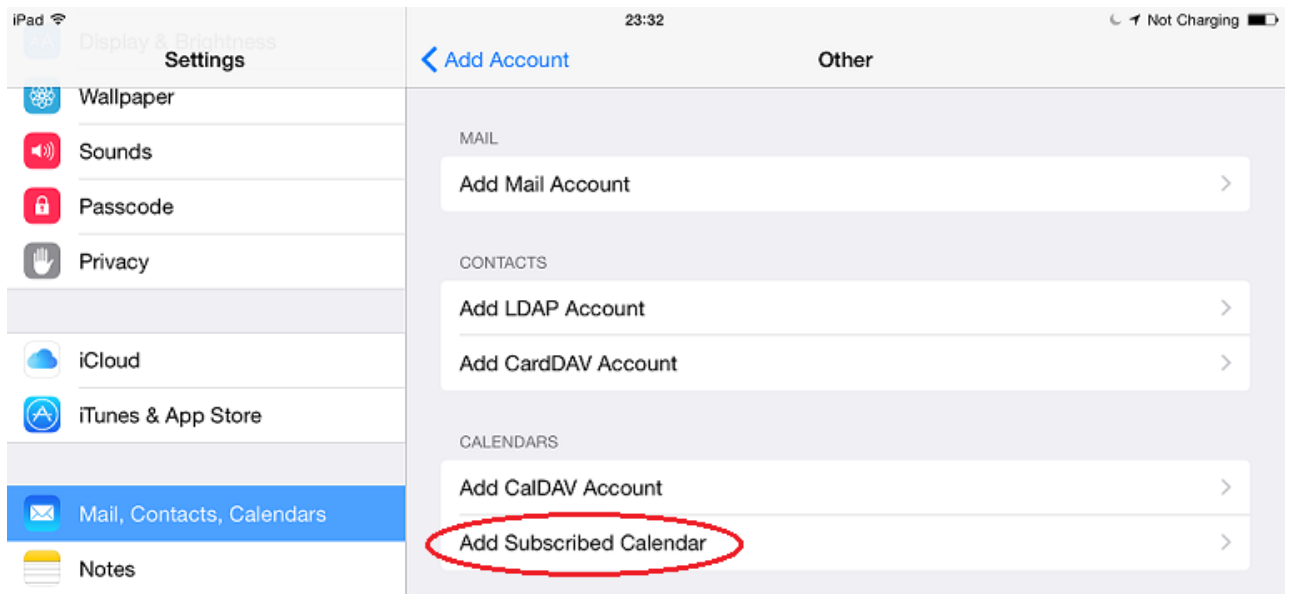
Mail, Contacts, Calendars then Add Account:



Other:

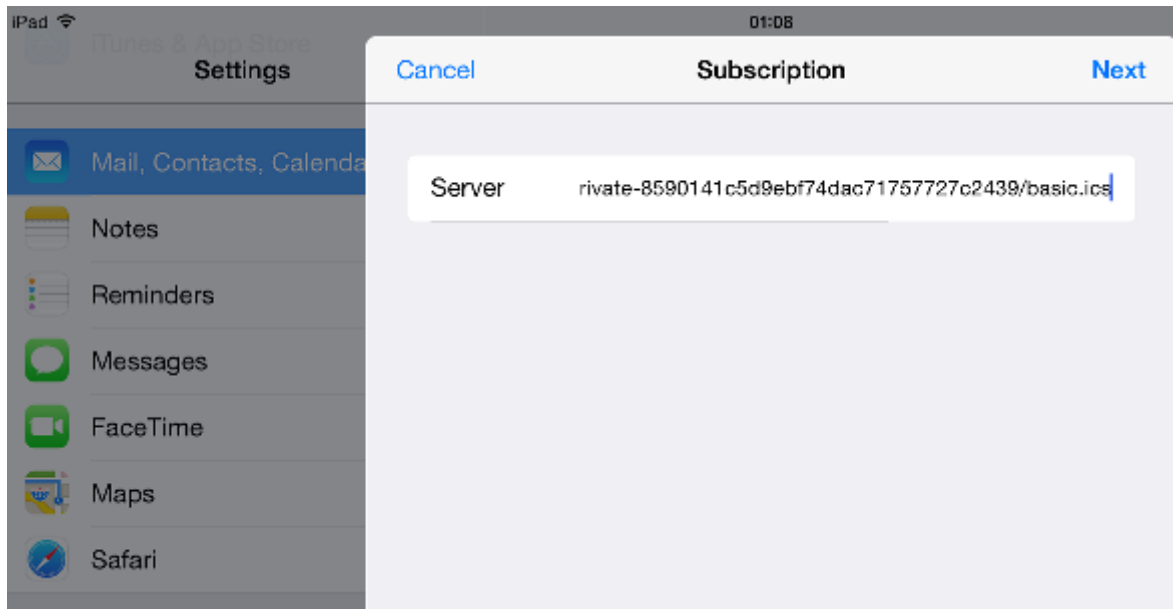


Add Subscribed Calendar:



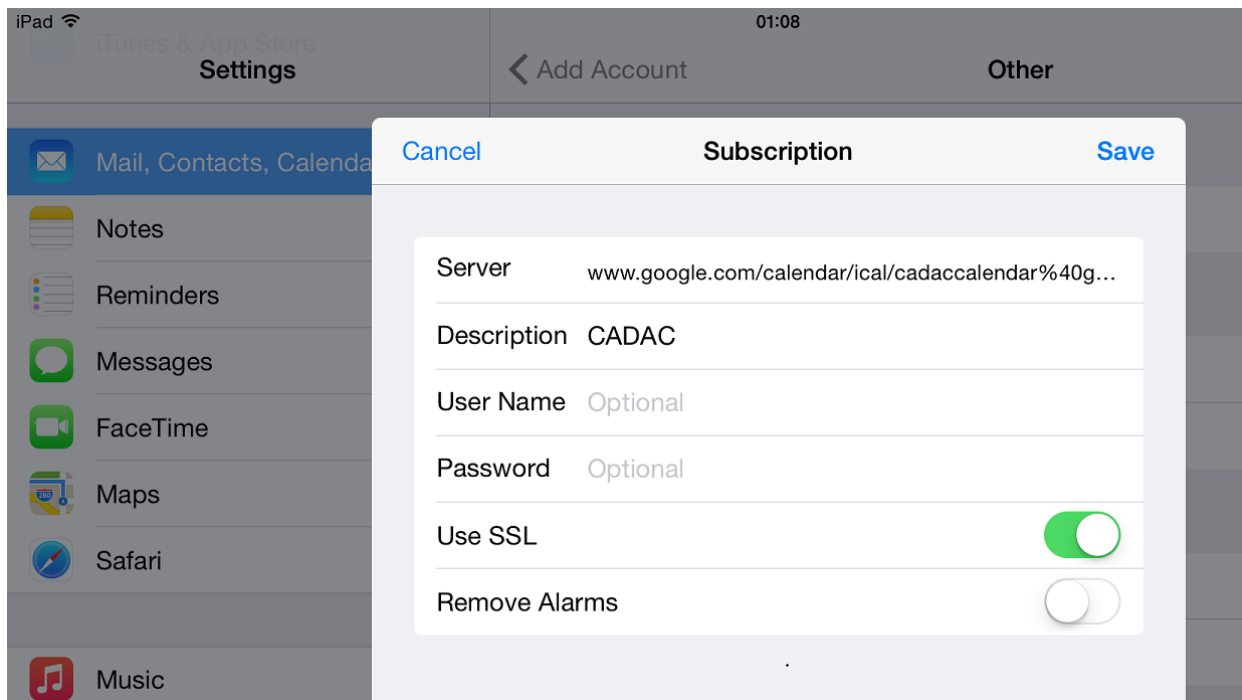
Paste in this URL:

<https://www.google.com/calendar/ical/cadacalendar%40gmail.com/private-8590141c5d9ebf74dac71757727c2439/basic.ics>

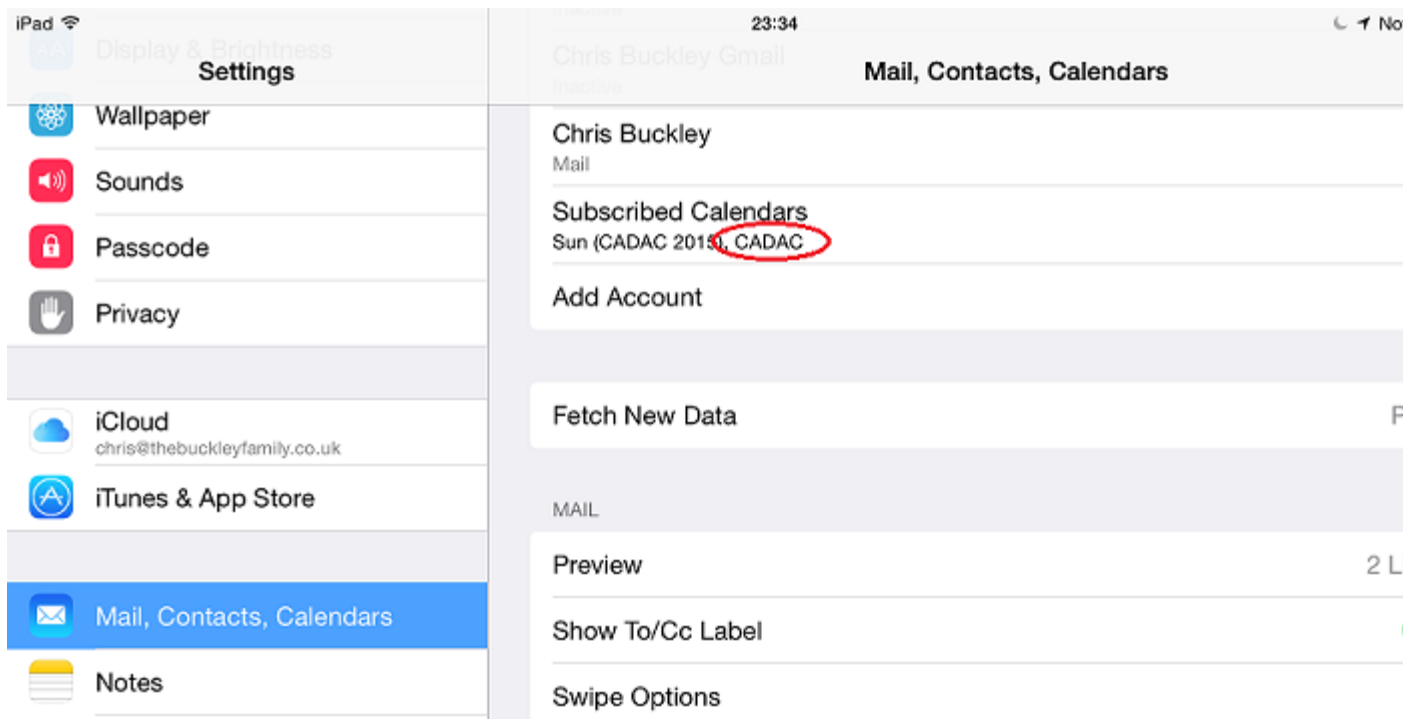


Click Next

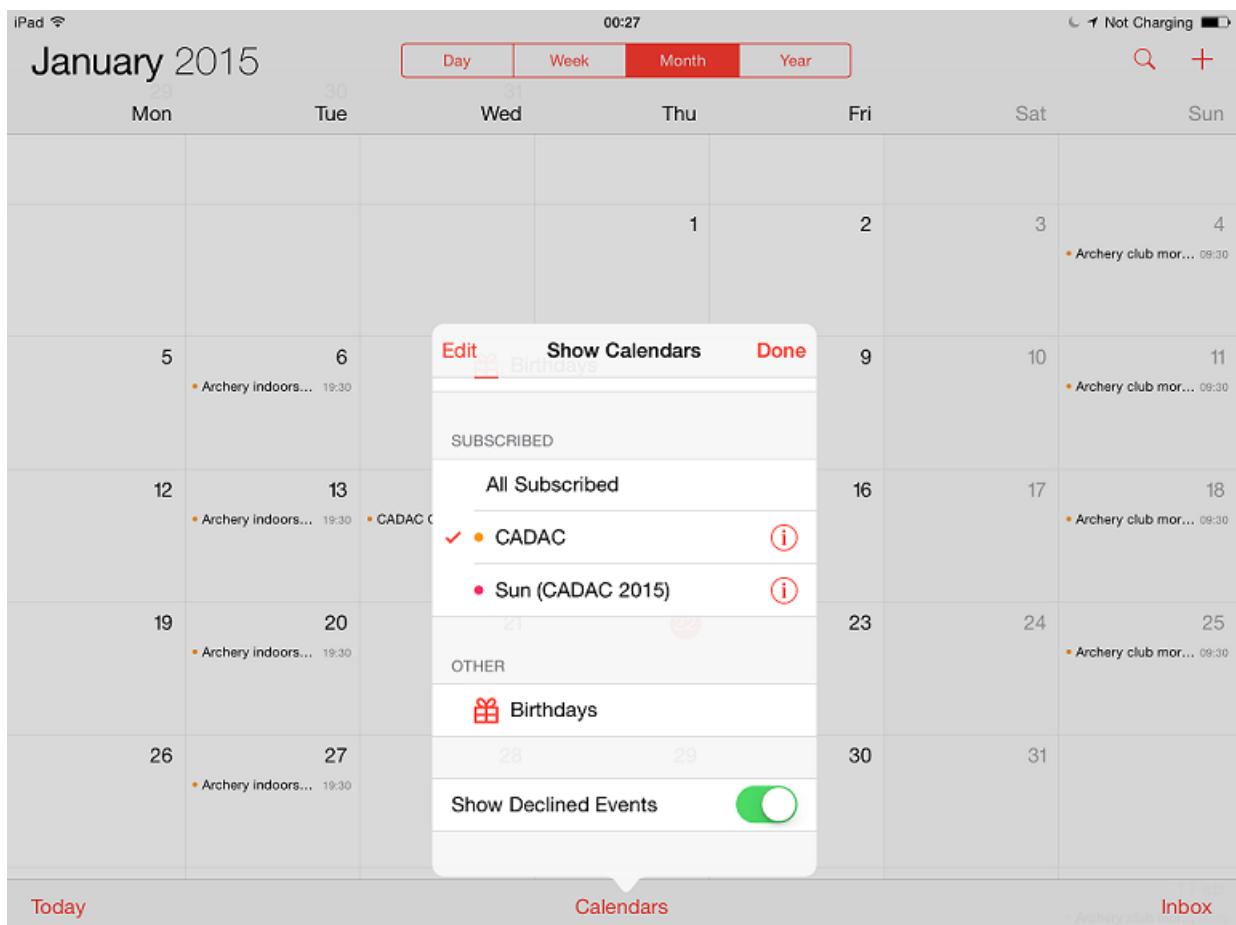
Click Save:



CADAC will now appear as a Subscribed Calendar:



and can be switched on and off at will in the Calendar application:

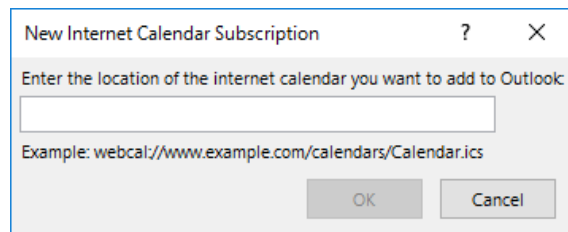
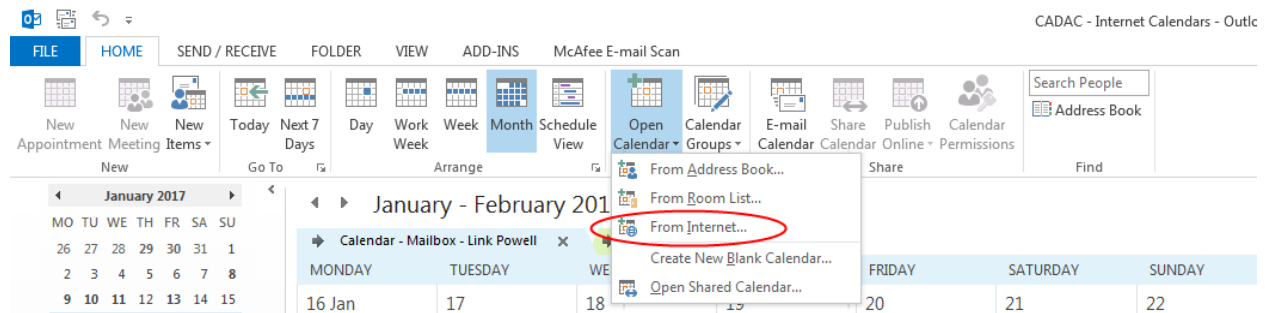


## Outlook setup

The original instructions (Method 2 below) have occasionally caused issues for users of newer versions of Outlook depending on exact browser settings, so try Method 1 first.

### Method 1

From the Outlook Calendar, select 'Open Calendar', 'From Internet:



and paste in this URL :

<https://www.google.com/calendar/ical/cadacalendar%40gmail.com/private-8590141c5d9ebf74dac71757727c2439/basic.ics>

Continue overleaf.

### Method 2

Start by opening Outlook then open the following link:

<https://www.google.com/calendar/ical/cadacalendar%40gmail.com/private-8590141c5d9ebf74dac71757727c2439/basic.ics>

Continue overleaf.

Regardless of the method chosen, you should see something like the following screenshot in Outlook. The calendar can be regrouped and have its colour changed as per any other calendar:

