




Subscribing to UNIS.org Calendar (www.unis.org/calendar)

To subscribe to the main school calendar go to www.unis.org/calendar

1. On the bottom of the right banner locate the iCal button 
2. Click the button and select the calendars you would like included in the subscription.
3. Copy the iCal link and paste it into the iCal subscription link section on your calendar. Follow the below sharing instructions.

Share Your Schoology Calendar

You can access your Schoology calendar information from a different calendar program by enabling this option in your Account Settings. Once enabled, Schoology will provide an iCal link that will allow you to share your Schoology Calendar with the calendar tool of your choice. Below are sharing instructions:

iPhone/iPad/iPod Touch (running iOS 3.0 or later)

1. Create a new email. Address it to the email account checked on the iOS device.
2. Paste the copied link above into the body of the email. Send the email.
3. Open the email on your iPhone, iPad or iPod touch and tap the link to set up the subscription to the calendar.
4. Tap "Subscribe" in the dialog to add Schoology to your iOS calendar.

Outlook 2007/2010(has native iCal support)

1. Email the link copied above to the account you check on Outlook.
2. Click on the webcal link in the email on Outlook.
3. An Outlook box should appear asking you to "Add this Internet Calendar to Outlook and Subscribe to Updates".
4. Click "Yes", and the Calendar will automatically be added to Outlook.

Google Calendar & Android Devices

1. Sign into your Google Calendar account.
2. Under "Other Calendars," click on the "Add" link.
3. Click on "Add by URL."
4. Paste the link copied above into the Address field.
5. Click Add.

Windows Live/Hotmail

1. Sign into your Windows Live account.
2. Go to Calendar.
3. Go to Subscribe.
4. Select "Subscribe to a public calendar".
5. On Calendar URL field paste the URL copied above.
6. On Calendar name field type the name you want your calendar to have.
7. Click to "Subscribe to calendar" and "done".

Mac iCal

1. Open iCal.
2. Right click under the region titled Subscriptions.
3. Then click Subscribe...
4. Next, paste the link copied above into the field titled Calendar URL.
5. Click subscribe.