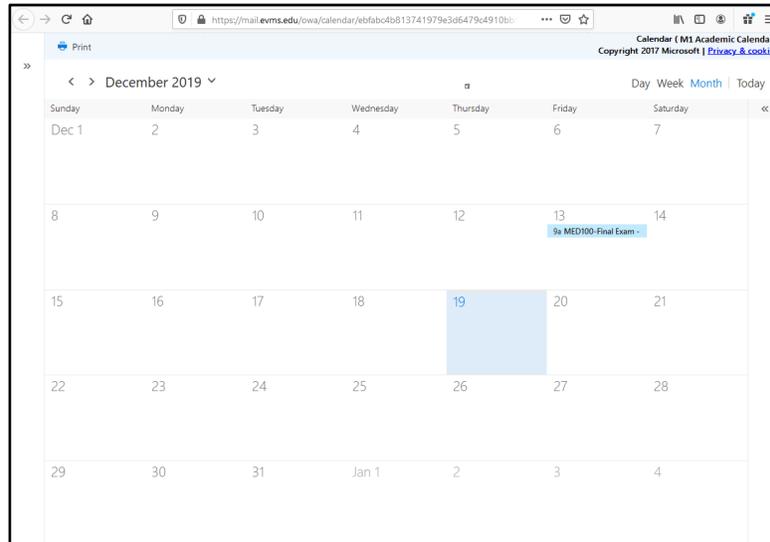


## Subscribing to an Internet Published Exchange Calendar

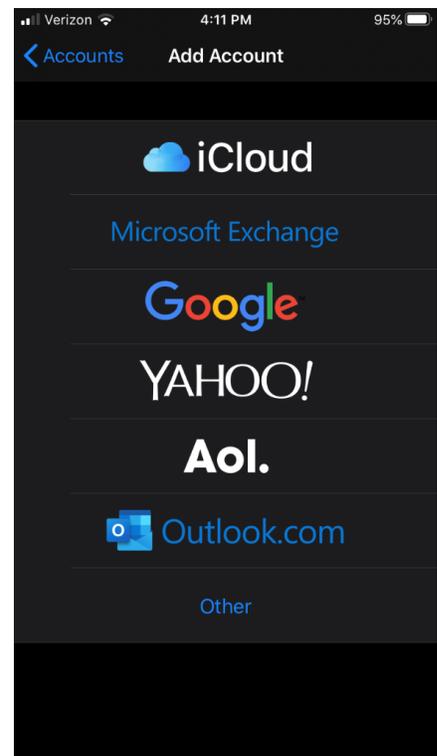
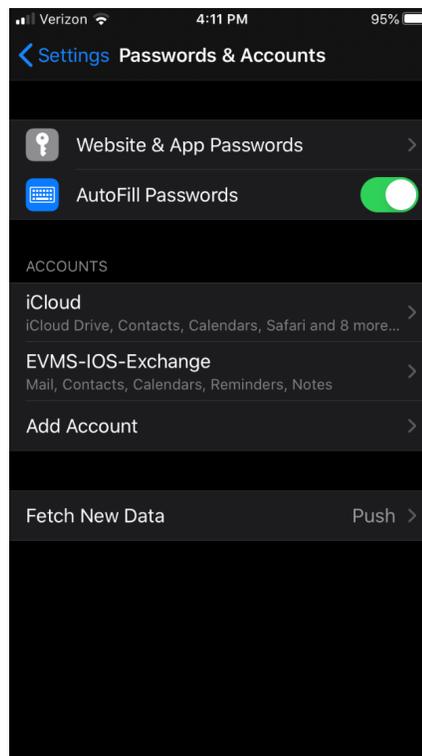
Calendars stored in the EVMS Microsoft Exchange email system which do not contain sensitive information may be made publicly available. Once made publicly available you may access these calendars via a basic HTML interface in any common web browser or you may subscribe to the Calendar using an ICS link and one of many common Calendaring apps.

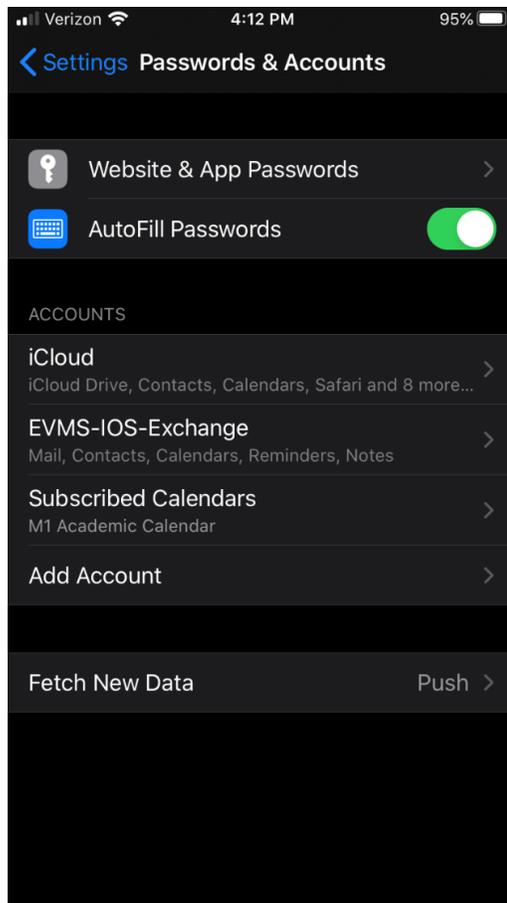
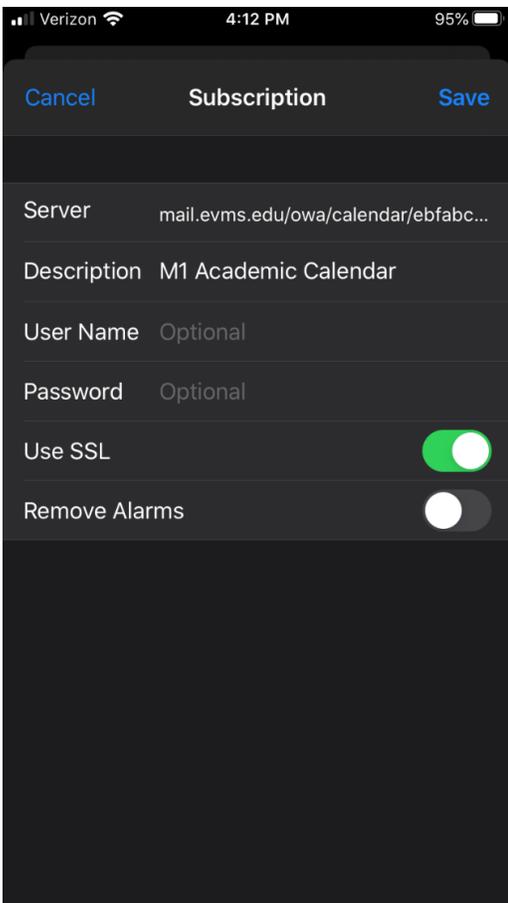
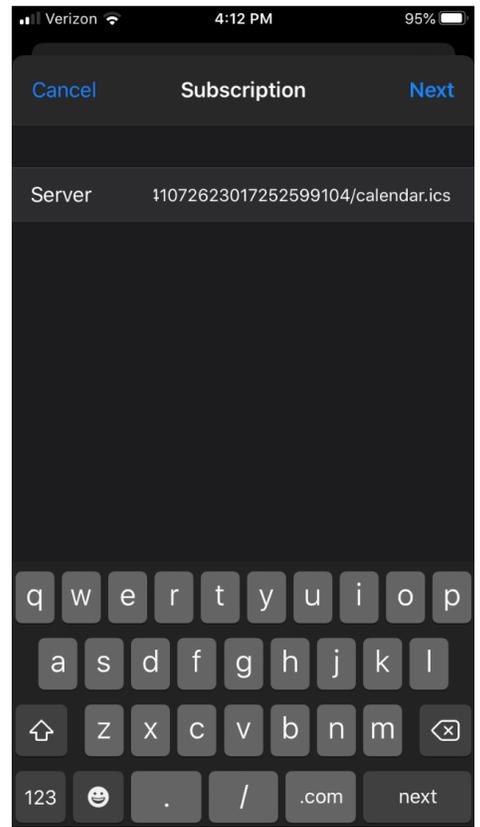
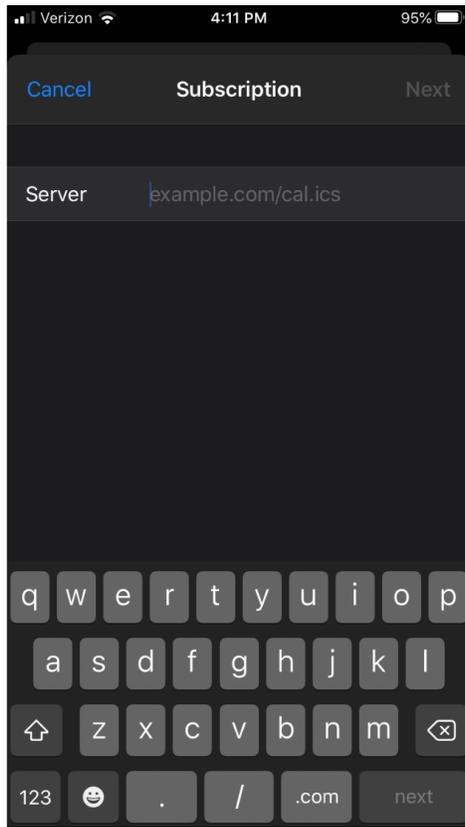
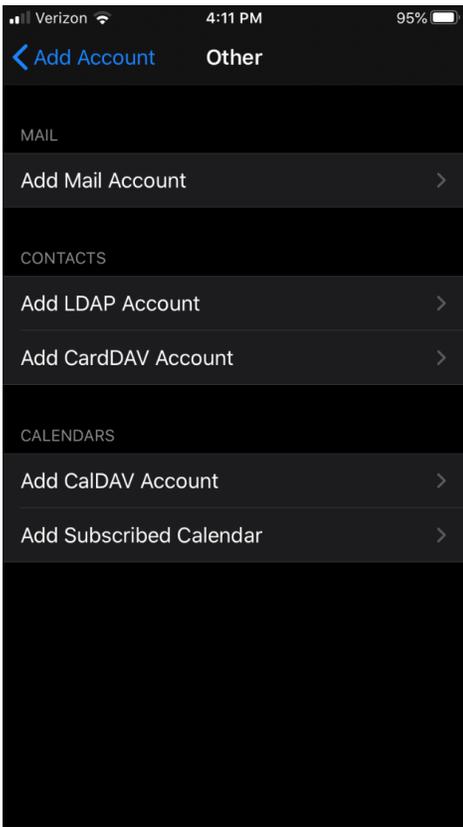
An example screenshot of the basic HTML interface has been included below.



Several common use cases will be detailed below for connecting to Internet Published Calendars. **Important: Improper configuration of Calendar settings or use of un-recommended Calendar apps may result in untimely updates of Calendar changes. Subscribing to Internet Published Calendars within a Google account is not recommend.**

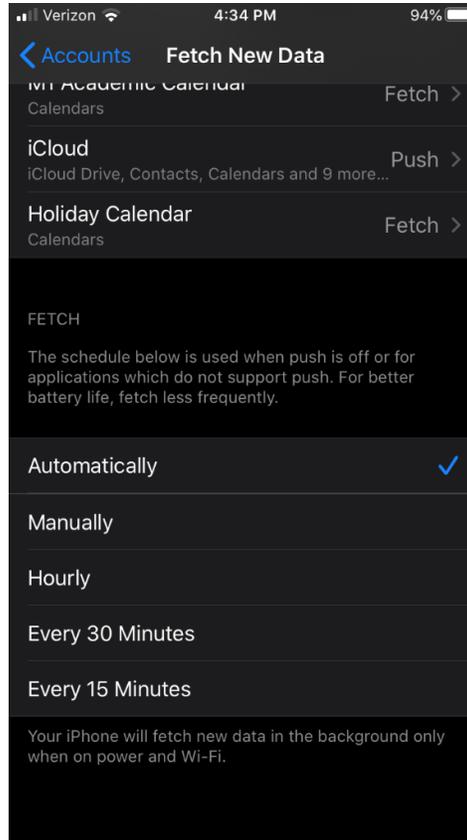
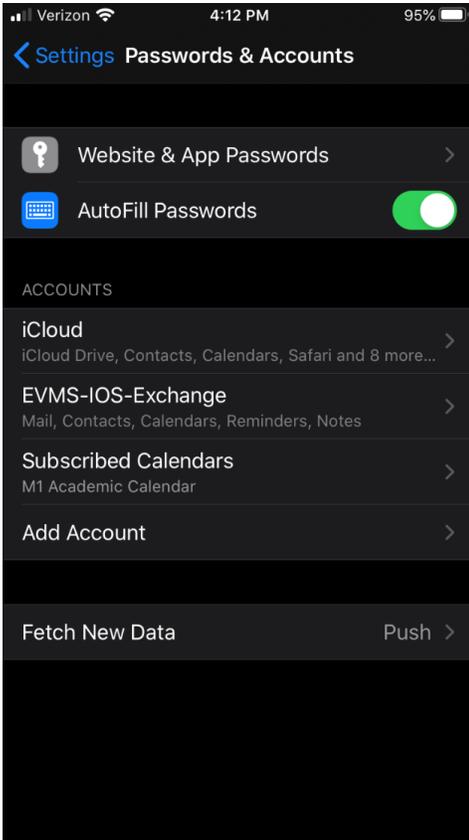
To subscribe to a calendar on an iOS device (iPhone/iPad) you may use a Calendar ICS link and the native Calendar app. Calendar ICS links are available on MyPortal and [EventMedley](#). To manually subscribe to a Calendar by navigating to **Settings**, then **Passwords & Accounts**, then **Add Account**, tap **Other**, and then tap **Add Subscribed Calendar**. Paste or type the URL for the Calendar ICS link, then tap Next, adjust the name of the Calendar if desired, and then tap Save.



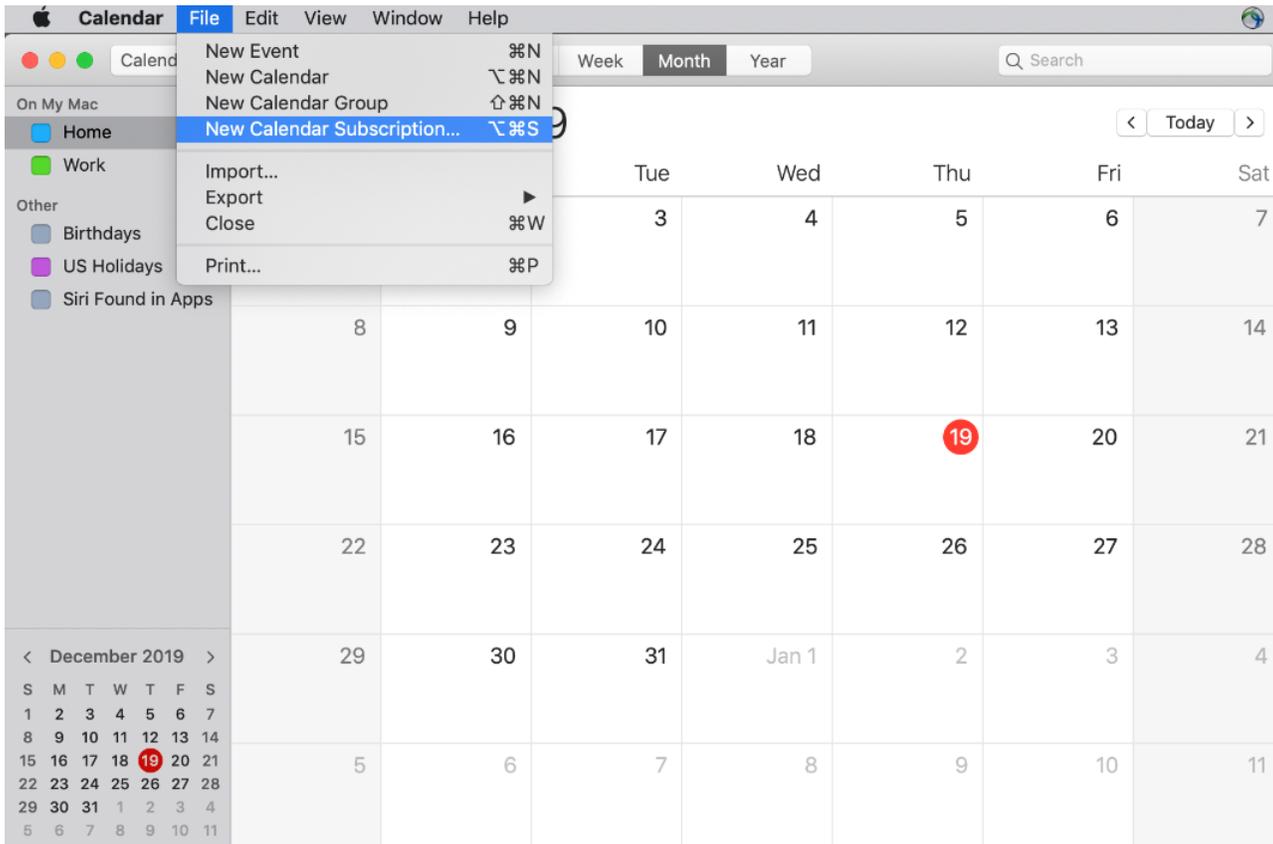


For timely synchronization of Calendar changes it's recommended that settings for Fetch be adjusted to every 15-minutes.

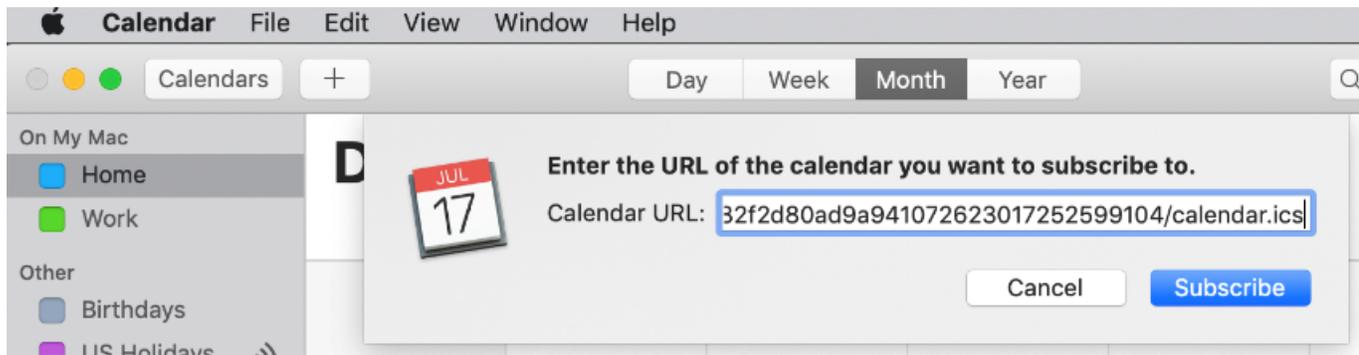
To do so tap **Fetch New Data** from the **Passwords & Accounts** screen, scroll down and tap **Every 15 Minutes**.



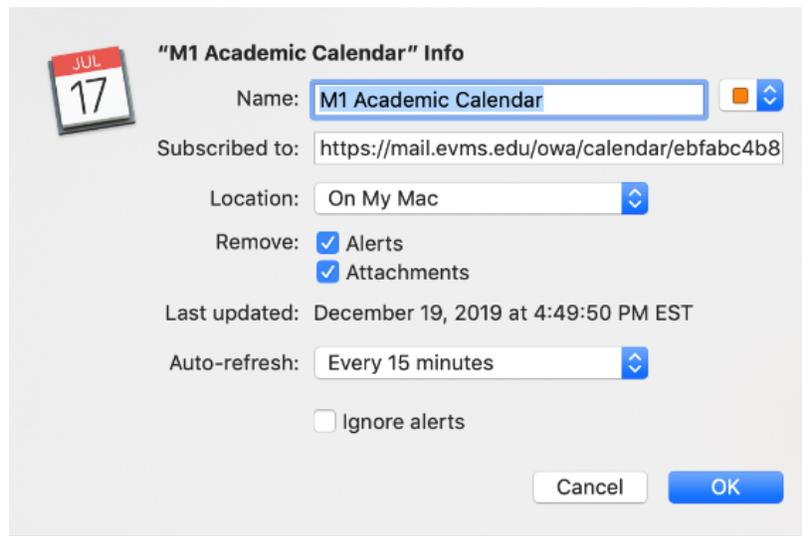
To subscribe to a Calendar using the MacOS Calendar app, first open the Calendar app, then navigate to File, and then New Calendar Subscription.



You will now receive a pop-up requesting that you paste or type the Calendar ICS URL. Do so and then click Subscribe.



If desired you may change the name of the Calendar. By default the Auto-refresh time is 1-week for the MacOS Calendar app. In order to ensure timely Calendar updates it's recommended that the Auto-refresh time be adjusted to every 15-minutes. After doing so click the OK button.



You have now setup a Calendar subscription in the MacOS Calendar app.

