

How to Subscribe to the RJC Calendar

Step One: Copy Calendar Address

1. Right click and copy the following iCal url for the RJC calendar.

[RJC School Calendar](#)

Step Two: Subscribe on Your Device

Google and Android

1. Open Google Calendar
2. In the left column, click the dropdown box to the right of **Other Calendars** and select **Add by URL**.
3. Paste the iCal calendar url into the text field.
4. Click **Add Calendar**.

Mac OS X

Note: If you are syncing your personal calendars via iCloud, and you wish to subscribe to the RJC on numerous Apple devices (ie. laptop, iPhone, etc.), please follow the instructions for setting up the RJC Calendar on Mac OS X and then change the **Location** of the subscribed calendar from **On My Mac** to your iCloud account. The calendar will then automatically sync across all your Apple devices.

1. On your computer, open Apple Calendar.
2. Click **File > New Calendar Subscription**.
3. Paste the iCal calendar url into the text field.
4. Click **Subscribe**.
5. Right click on the new calendar in the left column and click **Get Info**.
 - a. Name: Change the name and colour of the calendar.
 - b. Location: To make the calendar only appear on your Mac, select **On My Mac**. To have this calendar to sync along with your iCloud calendars, select your iCloud account name.
 - c. Remove: Choose whether to remove any alerts or attachments contained in the RJC event.
 - d. Auto-refresh: Select how often you wish to refresh the RJC calendar.
 - e. Click **OK**.

iPhone or iPad

Note: If you are syncing your personal calendars via iCloud, and you wish to subscribe to the RJC on numerous Apple devices (ie. laptop, iPhone, etc.), please follow the instructions for setting up the RJC Calendar on Mac OS X and then change the **Location** of the subscribed calendar from **On My Mac** to your iCloud account. The calendar will then automatically sync across all your Apple devices.

1. Open the **Settings** app.
2. Touch **Calendar > Accounts > Add Account > Other > Add Subscribed Calendar**.
3. Paste the iCal calendar url into the text field
4. Click **Next**.
5. Ensure **Use SSL** is enabled.
6. Optional: Enable **Remove Alarms** to disable any notifications found in the RJC calendar events.

Outlook

1. Open **Outlook Calendar**.
2. Click **Other Calendars**.
3. Click **Add Calendar > From Internet**.
4. Paste the iCal calendar url into the text field.
5. Click **OK**.