



Sync Calendar(s) to Your Device

Adding Breakaway Academy Calendar(s) to your device using iCal Feed

IOS Instructions

1. Open the "Settings" app on your iOS device.
2. Tap on "Mail".
3. Tap "Accounts".
4. Tap "Add Account".
5. Tap "Other."
6. Tap "Add Subscribed Calendar".
7. Copy and paste the iCal URL address found on the webpage.
8. Tap "Next." Your device will then attempt to verify the feed.
9. Change any additional details (such as the description and color), and then tap "Save."

MacOS iCal Instructions

1. In Calendar, choose "File > New Calendar Subscription."
2. Copy and paste the iCal URL address found on the webpage.
3. Then, click "Subscribe."
4. Enter a name for the calendar in the "Name" field and choose a color from the adjacent pop-up menu.
5. To update your copy of the calendar when changes to it are published, choose the update frequency from the "Auto-refresh" pop-up menu.
6. Click "OK."
7. To make changes to the calendar, click the name of the calendar, and then choose "Edit > Get Info."

Google Calendar Instructions

1. On your computer, open [Google Calendar](#).
2. On the left, next to "Other calendars," click the + sign to add, then "From URL."
3. Copy and paste the iCal URL address found on the webpage.
4. Click "Add calendar." The calendar will appear on the left, under "Other calendars."

Outlook Instructions

1. Open Outlook, and switch to Calendar "mode."
2. Click the "Home" tab on the Ribbon.
3. Under "Manage Calendars," click on "Open Calendar \ From Internet."
4. In the "New Internet Calendar" field, copy and paste the iCal URL address.
(See URLs at top of page.)
5. Then, click "OK."
6. Click "Yes" when prompted to verify that you want to subscribe to the calendar.