

## Crestwood Preparatory College School Calendar – Digital Version

In our ongoing efforts to develop the links between home and school, you have the option to add the Crestwood calendar to your mobile devices or computer. As we modify events in this format the events will automatically update for you in your calendar.

### Google Calendar

#### Instructions:

1. Click on the following link:

[https://calendar.google.com/calendar/embed?src=c\\_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bffefe47bc%40group.calendar.google.com&ctz=America%2FToronto](https://calendar.google.com/calendar/embed?src=c_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bffefe47bc%40group.calendar.google.com&ctz=America%2FToronto)

it will redirect you to Gmail.

2. Once you have signed in to your Gmail account, the calendar will appear.

3. Click on the  icon in the bottom right hand corner.

4. Once you accept the calendar it will appear as an Other Calendar and you will be able to view all events.

### Outlook

#### Instructions:

1. In Outlook, on the Tools menu, click Account Settings.

2. On the Internet Calendars tab, click New.

3. Copy and paste the following address:

[https://calendar.google.com/calendar/ical/c\\_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bffefe47bc%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/c_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bffefe47bc%40group.calendar.google.com/public/basic.ics)

and click Add.

4. In the Folder Name box, type the name of the calendar, as you want it to appear in Outlook, and then click OK.



## Calendar for Mac

### Instructions:

1. Create a new calendar in Calendar. Command click on the newly created calendar and pick 'Subscribe'
2. Copy and paste the following web address:

[https://calendar.google.com/calendar/ical/c\\_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bfffef47bc%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/c_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bfffef47bc%40group.calendar.google.com/public/basic.ics)

into the 'Subscribe to' field

3. Type the name of the calendar (e.g. Crestwood Preparatory College Calendar), as you want it to appear in iCal.
4. Click 'OK'. Events added to the CPC Google Calendar will now show up on this iCal calendar

## Yahoo Mail Calendar

### Instructions:

1. In your calendar, click on the 'Actions' button and choose 'Subscribe to other Calendars'
2. Type the name of the calendar, as you want it to appear in Yahoo
3. Copy and paste the following web address:

[https://calendar.google.com/calendar/ical/c\\_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bfffef47bc%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/c_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bfffef47bc%40group.calendar.google.com/public/basic.ics)

into the 'iCal Address' field

4. Click 'Continue'. Events added to the CPC Google Calendar will now show up on your Yahoo Calendar

## iPhone

### Instructions:

1. Click the link below:

[https://calendar.google.com/calendar/ical/c\\_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bfffef47bc%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/c_8f055437112f5df68b076e9903ffb1e7f49b986e04664cc57f76f1bfffef47bc%40group.calendar.google.com/public/basic.ics)

2. You will be taken to the Calendar app and be asked if you want to subscribe to the calendar



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## **Android**

### **Instructions:**

1. Follow the Google Calendar instructions to add the school calendar to your Gmail account that is linked to the phone.
2. Events added to the CPC Google Calendar will now show up on your Android Calendar

**If you have any questions regarding the adding of the digital calendar to your personal calendar please contact Matthew David by email at [matthew.david@crestwood.on.ca](mailto:matthew.david@crestwood.on.ca) or by phone at 416-391-1441 Ext. 4361.**