## Import/Sync the MLKAR Google Calendar into your Calendar on any Phone, iPhone, Tablet, iPad, Device, Computer (Outlook, Apple, etc.)

Our MLKAR Calendar is an open calendar for all to view and share so that you can have access to upcoming Association Events and Classes from anywhere.

You can add both the events and education calendar to your current calendar and uncheck them both so they do not clutter your calendar but when you need to know when something is happening at MLKAR, click / check it and it is right there.

Please use one of the following and link this calendar to your phone, computer or device.

ICAL Format Link for MLKAR Events Calendar, which includes education:

https://calendar.google.com/calendar/ical/iboto1a8enqg59d6u8t0g2j4ds%40group.calendar.google.com/public/basic.ics

ICAL Format Link for MLKAR Education Only Calendar:

https://calendar.google.com/calendar/ical/vulermca9hljnlj0uffpsnc0rk%40group.calendar.google.com/public/basic.ics

## **Directions to add to Outlook follow this link:**

http://www.howtogeek.com/howto/18353/view-your-google-calendar-in-outlook-2010/

## Directions to add to iPhone, Android Phone or Device:

https://support.google.com/calendar/answer/151674?hl=en

## Basic Directions to add MLKAR calendar to your Google Calendar:

- 1. Click the down-arrow next to **Other calendars.**
- 2. Select **Add by URL** from the menu.
- 3. Enter this URL address below in iCalendar format in the field provided.
  - 1. For MLKAR Events Calendar, includes education: https://www.google.com/calendar/ical/iboto1a8enqg59d6u8t0g2j4ds%40group.calendar.google.com/public/basic.ics
  - 2. For MLKAR Education Only Calendar: <a href="https://calendar.google.com/calendar/ical/vulermca9hljnlj0uffpsnc0rk%40group.calendar.google.com/public/basic.ics">https://calendar.google.com/calendar/ical/vulermca9hljnlj0uffpsnc0rk%40group.calendar.google.com/public/basic.ics</a>
- 4. Click **Add calendar**. The calendar will appear in the **Other calendars** section of the calendar list to the left.

Note: It may take up to 8 hours for changes in ICS feeds to reflect in your Google Calendar.

HTML Format link for MLKAR Events Calendar used to share with others and link onto a webpage etc: <a href="https://www.google.com/calendar/embed?src=iboto1a8enqg59d6u8t0g2j4ds%40group.calendar.google.com&ctz=America/New York">https://www.google.com/calendar/embed?src=iboto1a8enqg59d6u8t0g2j4ds%40group.calendar.google.com&ctz=America/New York</a>

HTML Format link for MLKAR Education Calendar used to share with others and link onto a webpage etc: <a href="https://calendar.google.com/calendar/embed?src=vulermca9hljnlj0uffpsnc0rk%40group.calendar.google.com&ctz=America/New\_York\_and\_calendar.