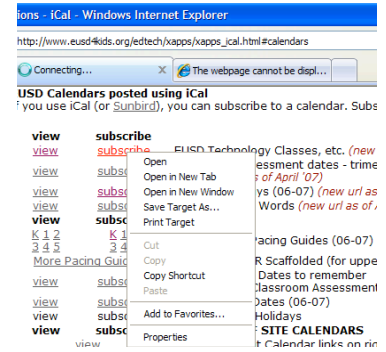


Subscribing to Calendars Using Sunbird

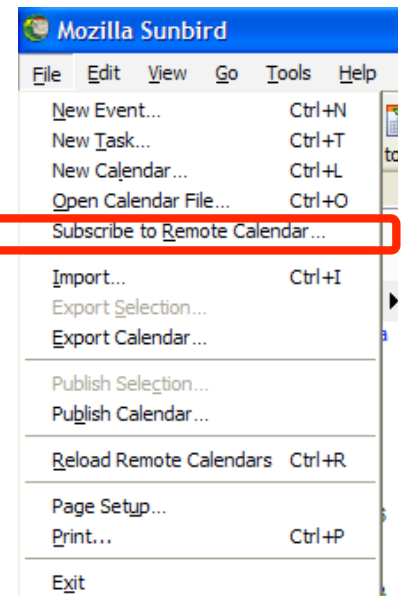
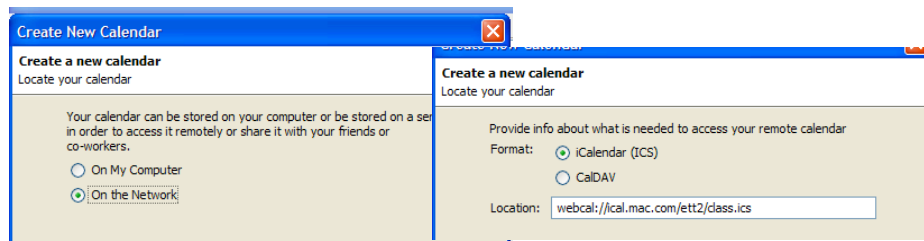
Sunbird is an open-source cross-platform (Windows-Mac-Linux) stand-alone calendar application that uses the iCal standard. Sunbird can **subscribe** to calendars created by others. This solution is starting to be used by numerous schools and universities. In EUSD, teachers have many calendars they can subscribe to, thus collecting all these schedules into one space. These **subscribed-to calendars** will show changes as they are made remotely.

Here are instructions to subscribe to a web-based calendar from a Windows computer. You would first need to have a copy of Sunbird on your computer. Contact Ext 150 if you need assistance.

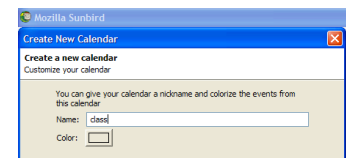
1. Get a link to a calendar someone has created and published. It will look something like : webcal://podcast.eusd4kids.org/calendars/bear_valley/llong_master.ics.
 - Sometimes a link may be sent to you from someone (if so, copy it)
 - Sometimes a link exists on a website (like our district calendars page: <http://podcast.eusd4kids.org/groups/calendars/>). If so, right-click on the link and choose **Copy Shortcut** (Internet Explorer) OR **Copy Link Location** (Firefox).



2. In **Sunbird**, choose **File > Subscribe to Remote Calendar**.

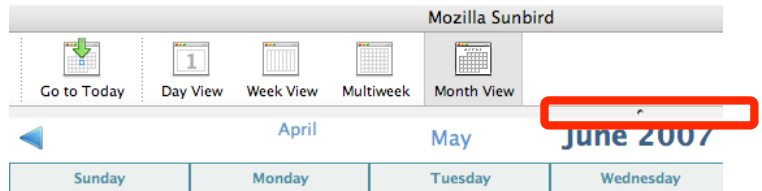


3. Select "On the Network." **Next.**
4. Click in the **Location** box and choose **Edit > Paste (or Ctrl V)** to paste the calendar address you copied. **Next.**
5. You can change the calendar name if you want, though it may make more sense to leave it for communication purposes.
6. Choose a color for the calendar (you can change the color later if you like).
7. The calendar has now been "subscribed to."

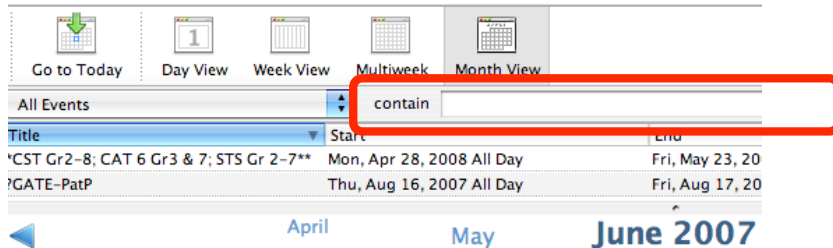


Notes:

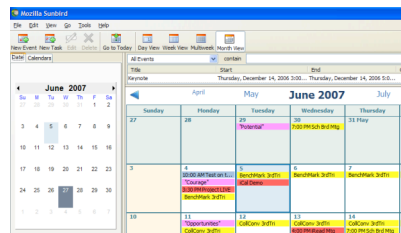
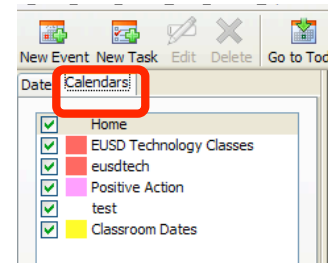
- To see events in a list, click and drag down the bar on top of the calendar date



- To search for an event, type part of the event name in the search box above the event list (see above)



- To turn off display a calendar (temporarily), click on the **Calendars** tab and deselect the calendar you don't want displayed (do the opposite to re-enable it).
- To create calendars of your own, **New Calendar** > choose **On My Computer** > name the calendar and choose a color.
- To create a New Event on your calendar, choose **File > New Events (Ctrl N)**
- To delete a calendar, right click the calendar in the list and choose delete.
- To refresh a calendar that is subscribed to (meaning it goes back and looks to see if there are any updates to the calendar), right-click the calendar and choose Reload Remote Calendars.
- To change the color, right click the calendar in the list and choose Properties.
- To make it easier to subscribe to calendars, **View > Customize Toolbars** – drag the **Subscribe** button to the toolbar. You also may want the items to display as “Icons and Text.”



Sunbird & iCal Resources

Download Sunbird

<http://www.mozilla.org/projects/calendar/sunbird.html>

Other Calendar Info

http://en.wikipedia.org/wiki/Mozilla_Calendar

<http://icalshare.com/faq.php>

