ICal (iCalendar) - Res/Fac

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Overview

Users can subscribe to 'My Schedule' so that they can view scheduled events in other calendar applications, such as Google Calendar™, Microsoft® Outlook®, and smartphone calendars. Data is refreshed daily and when changes are made to a New Innovations calendar event.

Administrators need to configure some setup in Administration to enable subscribing to iCalendars. Once this is done, follow the instructions below.

User Setup

Residents, fellows and faculty will need to set up their individual devices to sync the calendars.

Block Schedules

1. Go to *Schedules > Block Scheduling > My Rotations*
2. Click "Subscribe to My Schedule"
3. Read and Agree to the use clause
4. Copy the link in the grey box
5. Follow the steps for your personnel calendar. We have listed help instructions for the most common calendars.
6. Click **Save**

[(https://help.new-innov.com/w/gme/images/thumb/4/48/Calendar_-_Block.jpg/700px-Calendar_-_Block.jpg)](https://help.new-innov.com/w/gme/images/thumb/4/48/Calendar_-_Block.jpg/700px-Calendar_-_Block.jpg)
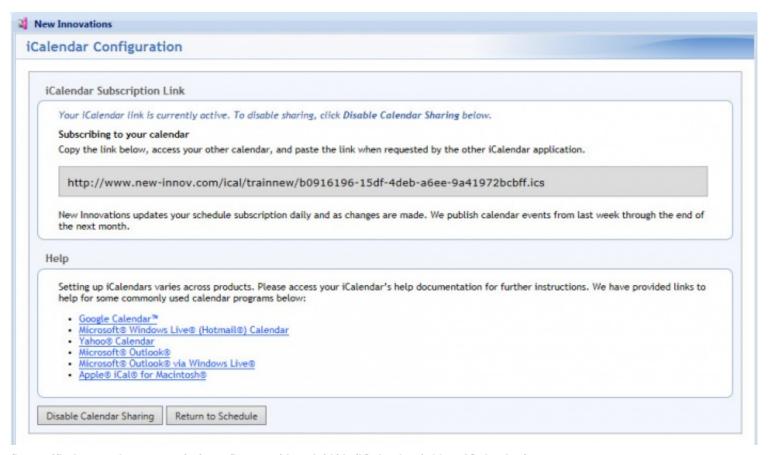
Assignment Schedules

1. Go to *Schedules > Assignment Scheduling > My Schedule*
2. Click **Subscribe to My Schedule**
3. In the pop–up, check **Enable Calendar Subscription**
4. Read and Agree to the use clause
5. Copy the link in the grey box
6. Follow the steps for your personnel calendar. We have listed help instructions for the most common calendars.
7. Click **Save**

(https://help.new-innov.com/w/gme/images/thumb/4/42/Calendar - Assign.jpg/700px-Calendar - Assign.jpg)

In the Help section, click the link that applies to your device for further assistance.

New Innovations

iCalendar Configuration

iCalendar Subscription Link

Your iCalendar link is currently active. To disable sharing, click Disable Calendar Sharing below.

Subscribing to your calendar

Copy the link below, access your other calendar, and paste the link when requested by the other iCalendar application.

http://www.new-innov.com/ical/trainnew/b0916196-15df-4deb-a6ee-9a41972bcbff.ics

New Innovations updates your schedule subscription daily and as changes are made. We publish calendar events from last week through the end of the next month.

Help

Setting up iCalendars varies across products. Please access your iCalendar's help documentation for further instructions. We have provided links to help for some commonly used calendar programs below:

- Google Calendar™
- Microsoft® Windows Live® (Hotmail®) Calendar
- Yahoo® Calendar
- Microsoft® Outlook®
- Microsoft® Outlook® via Windows Live®
- Apple® iCal® for Macintosh®

[Disable Calendar Sharing] [Return to Schedule]

(https://help.new-innov.com/w/gme/images/thumb/d/da/ICal_1.jpg/700px-ICal_1.jpg)