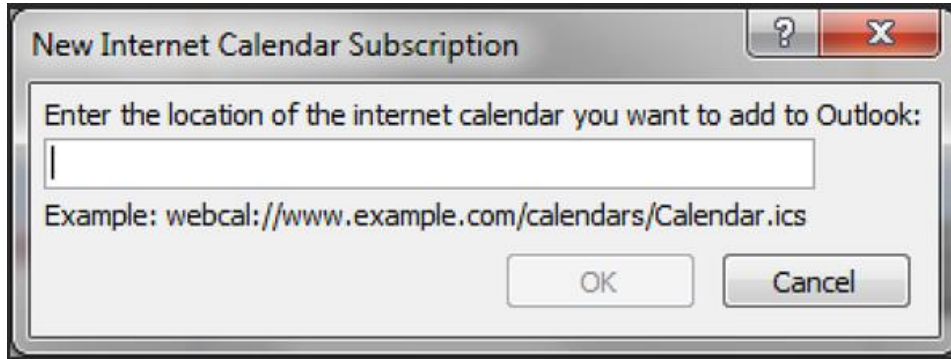


Hawaii State Public Charter School Commission Subscribing to the Commission's Google Calendar

Outlook 2010

1. Click on 'Calendar' in the Navigation pane on the left-hand side
2. On the 'Home' tab, click on the down arrow on the 'Open Calendar' icon
3. Select 'From Internet...'
4. Copy-and-paste the URL(s) into the dialog box that pops up:



Hawaii SPCSC	https://www.google.com/calendar/ical/info%40spcsc.hawaii.gov/public/basic.ics
Academic Calendar	https://www.google.com/calendar/ical/cclb7ukjvdhsas66s14qule424%40group.calendar.google.com/public/basic.ics
Data Calendar	https://www.google.com/calendar/ical/hfvjkd7fh5cekhffkvj16lig%40group.calendar.google.com/public/basic.ics
Federal Programs Calendar	https://www.google.com/calendar/ical/tq2l5vnag7ne2pima5rgljugs4%40group.calendar.google.com/public/basic.ics
Financial Calendar	https://www.google.com/calendar/ical/mj7t1c2fuvbnk7t8vra9m8ij70%40group.calendar.google.com/public/basic.ics
Operations Calendar	https://www.google.com/calendar/ical/u35ss79cenl6ohvhoi136ojlcc%40group.calendar.google.com/public/basic.ics
Organizational Calendar	https://www.google.com/calendar/ical/1ukompkbvnadcgqs0thld4sofo%40group.calendar.google.com/public/basic.ics
PreK Grant Calendar	https://www.google.com/calendar/ical/kq9jk1et58556vbcoppccug03s%40group.calendar.google.com/public/basic.ics

5. Click on 'OK'
6. Click 'Yes' when prompted to add the subscribed calendar to your Outlook profile
7. This calendar will appear in the list of calendars in the Navigation pane on the left-hand side in the group labeled 'Other Calendars'

Note: You will not be able to make any edits to the events/tasks in the calendar(s). Calendars are view only. Calendar updates may take up to 15 minutes to update but you may click on the 'Send/Review' tab at the top of the pane and click on 'Update Folder' for the most up to date calendar.

Adapted from Tufts University collaboration wiki site:

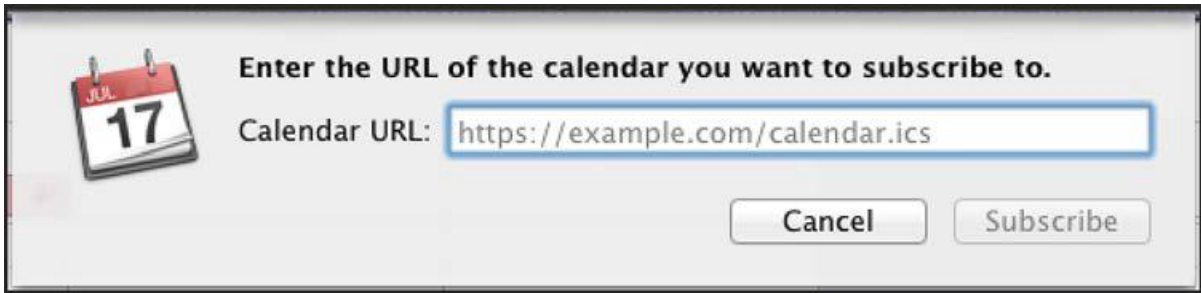
<https://wikis.ui.tufts.edu/confluence/download/attachments/3666361/Subscribing+to+a+Google+Calendar.pdf>

(revised 5-27-2015)

Questions? Contact 808-586-3775

Apple iCal

1. Click on 'Calendar' | 'Subscribe...' from the iCal menu bar
2. Copy-and-paste the URL(s) into the dialog box that pops up:



Hawaii SPCSC	https://www.google.com/calendar/ical/info%40spcsc.hawaii.gov/public/basic.ics
Academic Calendar	https://www.google.com/calendar/ical/cclb7ukjvdhsas66s14gule424%40group.calendar.google.com/public/basic.ics
Data Calendar	https://www.google.com/calendar/ical/hfvjkd7fh5cekhffkvj16lig%40group.calendar.google.com/public/basic.ics
Federal Programs Calendar	https://www.google.com/calendar/ical/tq2l5vnag7ne2pima5rgljugs4%40group.calendar.google.com/public/basic.ics
Financial Calendar	https://www.google.com/calendar/ical/mj7t1c2fuvbnk7t8vra9m8ij70%40group.calendar.google.com/public/basic.ics
Operations Calendar	https://www.google.com/calendar/ical/u35ss79cenl6ohvhoi136ojcc%40group.calendar.google.com/public/basic.ics
Organizational Calendar	https://www.google.com/calendar/ical/1ukompkbvnadcggs0thld4sofo%40group.calendar.google.com/public/basic.ics
PreK Grant Calendar	https://www.google.com/calendar/ical/kq9jk1et58556vbcoppccug03s%40group.calendar.google.com/public/basic.ics

3. Click on 'Subscribe'
4. In the dialog box that pops up, fill in the blanks appropriately (e.g. name of the calendar, auto-refresh frequency)
5. Click on 'OK'
6. The calendar will be listed in the iCal under the 'Subscriptions' section

Adapted from Tufts University collaboration wiki site:

<https://wikis.ui.tufts.edu/confluence/download/attachments/3666361/Subscribing+to+a+Google+Calendar.pdf>

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Questions? Contact 808-586-3775