## Google Calendar

If you already have a Google Calendar or Google Account you can simply click the link at the bottom right of our calendar on the website. This will then add the school events calendar into your Google account so you can see what is happening at the school. Within this calendar you can set notifications to remind and inform you of events. If you do not have a Google calendar, search Google calendar and create an account and then follow the above steps.

## Apple (iCAL)

Please use the following address to access the Appledore School calendar from other applications.

You can copy and paste this into any calendar product that supports the ical format.

https://www.google.com/calendar/ical/t3qhjoqfn01hvdjaf7pidohj2s%40group.calendar.google.com/public/basic.ics

## Microsoft (Office 365)

- 1. Log in to the portal of Office 365 through <a href="https://portal.microsoftonline.com/">https://portal.microsoftonline.com/</a> with your account.
- 2. Click Calendar.
- 3. Right click on My Calendars and click open calendar.
- 4. Past the Google calendar address you just get into the box of Internet calendar and click open.

Then you are able to view the Google calendar in Office 365.

## **Notifications**

You can set notifications within your Calendar software or App and be reminded when needed.