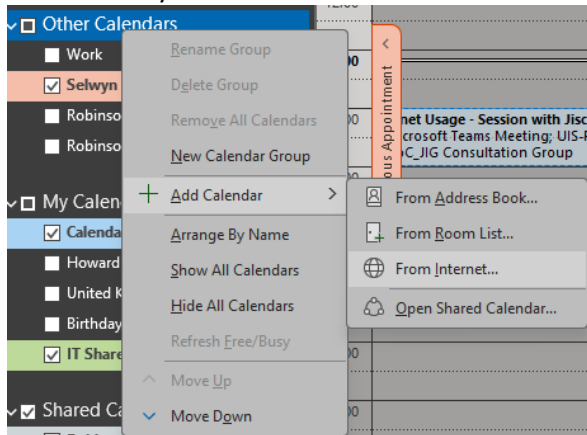


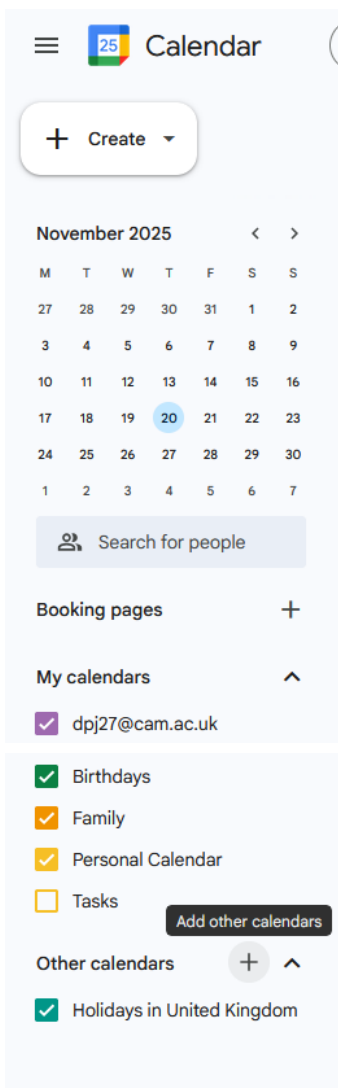
Adding a Robinson Calendar to Outlook

- Go to the Calendars tab in Outlook
- Right click 'My Calendars' and choose 'Add Calendar' > 'From Internet'
- Then in the window that opens enter <https://www.robinson.cam.ac.uk/php/calendar/calendar.php>
- Click 'Yes' to subscribe to updates, and the calendar should then be added and receive any changes automatically.



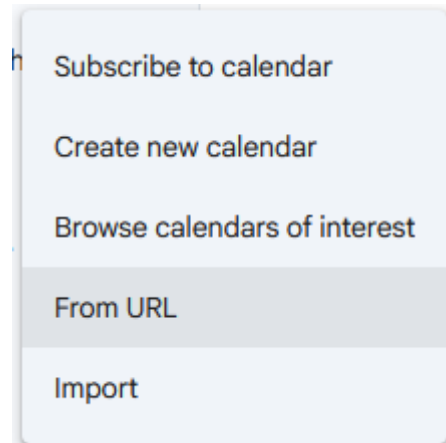
Adding the College Calendar to Google Calendars

Go to <https://calendar.google.com>



Go to 'Other calendars' and click the '+'

Choose 'From URL'



Enter <https://www.robinson.cam.ac.uk/php/calendar/calendar.php>

And click 'Add calendar'

From URL

URL of calendar

www.robinson.cam.ac.uk/php/calendar/calendar.php

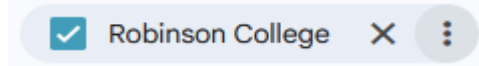


Make the calendar publicly accessible?

You can add a calendar using the iCal format by its address.

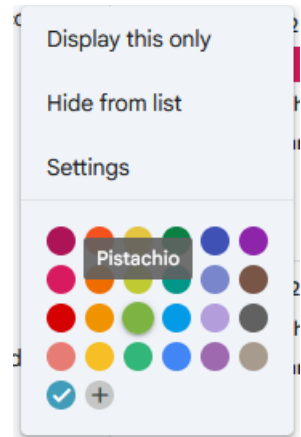
Add calendar

If asked if you want to subscribe to updates, click 'Yes', the calendar is now added.



If you want to change the colour of the calendar, click the three ellipses to the right of the calendar and choose the desired colour.

Adding the College Calendar to Apple Calendar



Adding the College Calendar to MacOS Calendars

1. **Open Calendar:** Launch the **Apple Calendar app**.
2. **Open Subscription Menu:** Click **File** in the top menu bar and select **New Calendar Subscription....**
3. **Paste and Fetch:** Enter <https://www.robinson.cam.ac.uk/php/calendar/calendar.php> into the **Calendar URL** field and click **Subscribe**.
4. **Configure Settings:** In the pop-up options window, change the **Location** to **iCloud** if you want the calendar to sync to your iPhone automatically.
5. **Set Refresh Rate:** Change **Auto-refresh** from "Every week" to **Every day** or **Every hour** to ensure you get updates quickly, then click **OK**.

On iPhone & iPad

1. **Copy the link:** Long-press and **copy the URL** of the online .ics or webcal calendar feed.
2. **Open Calendar:** Open the native **Apple Calendar app**.
3. **Open Calendar List:** Tap **Calendars** at the bottom center of the screen.
4. **Add the Feed:** Tap **Add Calendar** in the bottom left corner, then select **Add Subscription Calendar**.
5. Enter <https://www.robinson.cam.ac.uk/php/calendar/calendar.php> into the **Subscription URL** box, tap **Subscribe**, adjust your preferences (like changing the title or color), and tap **Add**.