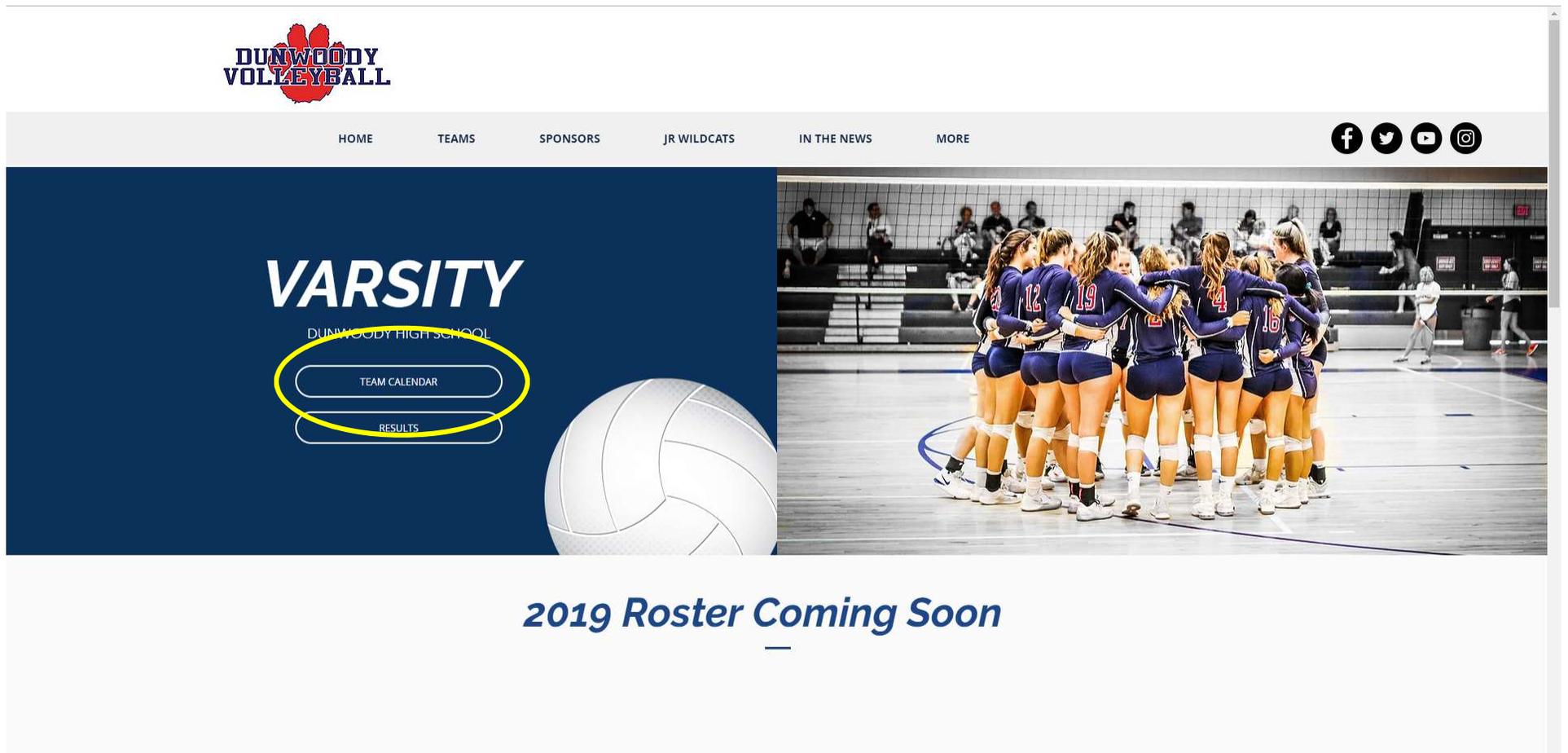


Adding Google Team Calendar

Outlook (pg 2) and iPhone (pg 12) Instructions

(gmail account required)

- Go to the DHS Volleyball team page (Home > Teams > Varsity / JV / Freshmen), and select Team Calendar.



The screenshot shows the Dunwoody Volleyball website. At the top left is the logo for Dunwoody Volleyball, featuring a red paw print and the text "DUNWOODY VOLLEYBALL". To the right of the logo is a navigation menu with the following items: HOME, TEAMS, SPONSORS, JR WILDCATS, IN THE NEWS, and MORE. Further right are social media icons for Facebook, Twitter, YouTube, and Instagram. The main content area is split into two sections. The left section has a dark blue background with the word "VARSITY" in large white letters, followed by "DUNWOODY HIGH SCHOOL" in smaller white letters. Below this are two white buttons: "TEAM CALENDAR" and "RESULTS". The "TEAM CALENDAR" button is circled in yellow. To the right of the text is a large white volleyball. The right section of the main content area is a photograph of a volleyball team in purple uniforms huddled together on a gymnasium floor. Below the main content area is a white banner with the text "2019 Roster Coming Soon" in a blue, italicized font.

- Click the +Google Calendar link at lower right.
- This will ask you to log into your google account (required) if you have not already.



HOME TEAMS SPONSORS JR WILDCATS IN THE NEWS MORE



DHS Volleyball Varsity Calendar 2019

Today May 2019

Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	May 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Jun 1

Events shown in time zone: Eastern Time - New York

+ Google Calendar

CLICK HERE TO ADD GOOGLE CALENDAR

WE APPRECIATE OUR SPONSORS



Kirt Lattanze
770-393-8206



Click the "Add" link

The screenshot shows a Google Calendar interface for May 2019. The calendar grid displays events for the week of May 12-18. A modal dialog box titled "Add calendar" is open, showing the option to add "DHS Volleyball Varsity Calendar 2019". The "Add" button in the dialog is circled in yellow. The interface includes a sidebar with "My calendars" and "Other calendars", and a taskbar at the bottom.

	SUN 12	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18
8 AM	K2 Summer Blast 8am - 5pm Sevierville						
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM			Practice 6:30-9:00 6:30 - 9pm Paul Duke STEM High School		Practice 6:30-9:00 6:30 - 9pm The Davis Academy		
8 PM							
9 PM							
10 PM							
11 PM							

Click the 3 dots to display “Options...”

The screenshot shows a calendar application interface. At the top, it displays 'Calendar' with a date '31' and navigation arrows for 'Today' and 'May 2019'. On the right side, there are search, help, settings, and view options (Week, grid, user profile). The main area is a weekly grid for May 12-18, 2019. A red event bar is shown on Friday, May 17th, from approximately 10:00 AM to 12:00 PM. On the left sidebar, there is a 'Create' button, a monthly calendar view for May 2019, a search bar for people, and a list of calendars. The 'Other calendars' section is circled in yellow and includes 'DHS Volleyball ...', 'Options for DHS Volleyball Varsity Calendar 2019', and 'Holidays in United States'. The 'DHS Volleyball ...' entry has a dropdown menu icon (three dots) next to it.

Click Settings

Calendar interface showing a weekly view for May 2019. The calendar is set to GMT-04. A red event is visible on Friday, May 17, from 10 AM to 11 AM. The left sidebar contains a 'Create' button, a calendar navigation view for May 2019, a search bar for people, and a list of calendars. A context menu is open over the 'Other calendars' section, with the 'Settings' option highlighted by a yellow circle. The context menu options are: 'Display this only', 'Hide from list', and 'Settings'. Below 'Settings' is a color selection grid.

Calendar navigation: Today < > May 2019

Calendar view: SUN 12, MON 13, TUE 14, WED 15, THU 16, FRI 17, SAT 18

Event: 10 AM - 11 AM (Red)

Left sidebar:

- Create
- May 2019
- Search for people
- My calendars
 - James Vanke
 - Birthdays
 - navc2023@gmail.com
 - Reminders
 - Tasks
 - Team Vanke
- Other calendars
 - DHS Volleybal...
 - GOLD & RED TEAMS PE
 - Holidays in Unite... Stat

Context menu (highlighted):

- Display this only
- Hide from list
- Settings

Color selection grid:

Red	Orange	Yellow	Green	Blue	Purple
Light Red	Light Orange	Light Yellow	Light Green	Light Blue	Light Purple
Dark Red	Dark Orange	Dark Yellow	Dark Green	Dark Blue	Dark Purple
Lightest Red	Lightest Orange	Lightest Yellow	Lightest Green	Lightest Blue	Lightest Purple

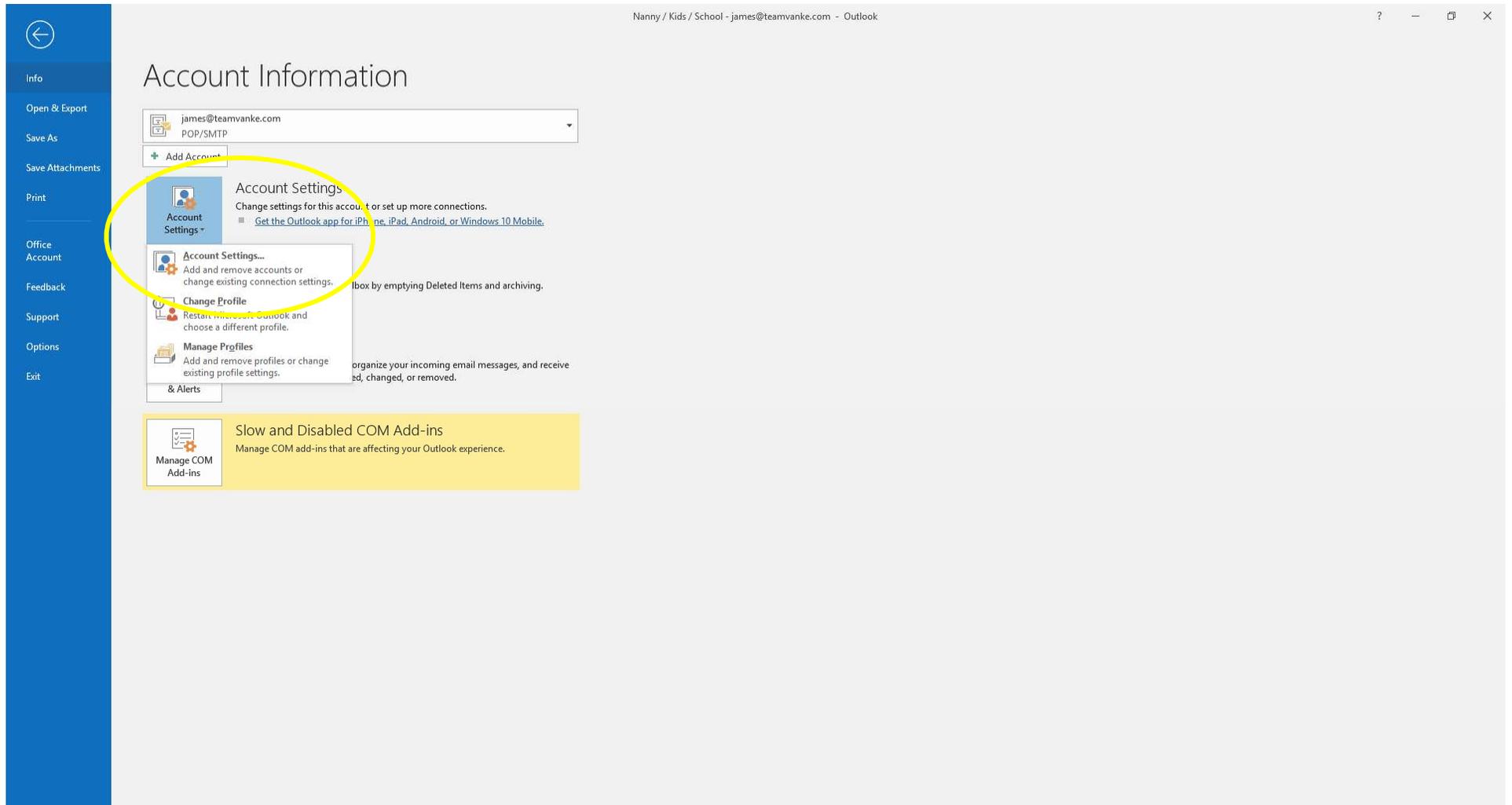
Scroll down to integrate calendar. Highlight and copy the “public address in iCal format.”

The screenshot shows the Google Calendar settings page for a calendar named "DHS Volleyball Varsity...". The left sidebar contains navigation options: General, Add calendar, Import & export, Settings for my calendars (James Vanke, Birthdays, Team Vanke, navc2023@gmail.com), and Settings for other calendars (DHS Volleyball Varsity..., Calendar settings, Permissions settings, Event notifications, All-day event notifications, General notifications, Integrate calendar, Remove calendar, GOLD & RED TEAMS PEACH..., Holidays in United States). The main content area is titled "Integrate calendar" and includes the following sections:

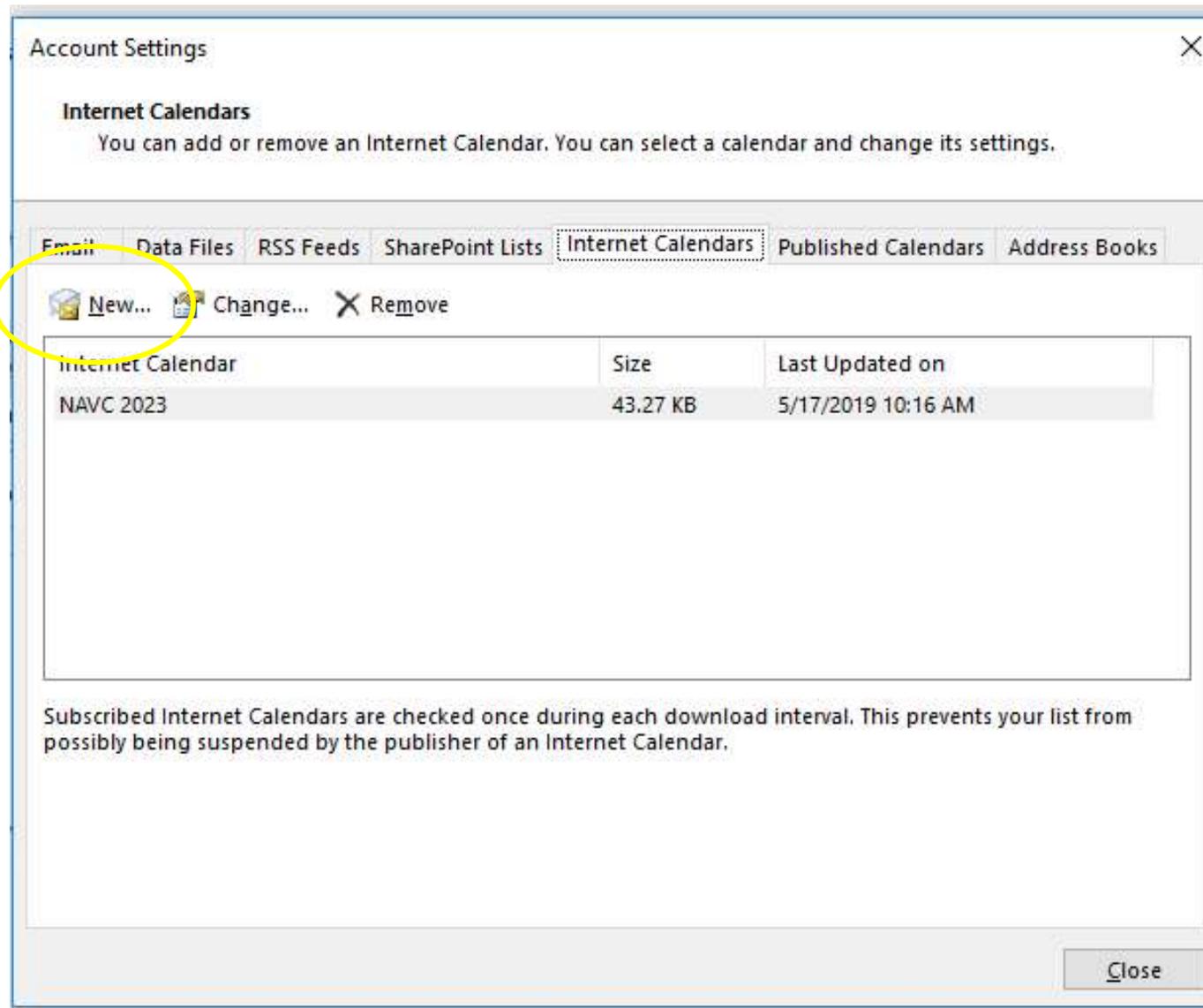
- Canceled events:** Someone cancels an event.
- Event responses:** Guests respond to an event for which you can see the guest list.
- Daily agenda:** Receive an email with your agenda every day at 5am in your current time zone.
- Calendar ID:** 8pj66p9593d2l848e4chmk69ik@group.calendar.google.com
- Public URL to this calendar:** `https://calendar.google.com/calendar/embed?src=8pj66p9593d2l848e4chmk69ik%40group.ca`
Use this URL to access this calendar from a web browser.
- Embed code:** `<iframe src="https://calendar.google.com/calendar/embed?src=8pj66p9593d2l848e4chmk69ik`
Use this code to embed this calendar in a web page. You can customize the code or embed multiple calendars.
- Public address in iCal format:** `https://calendar.google.com/calendar/ical/8pj66p9593d2l848e4chmk69ik%40group.calendar.g`
Use this address to access this calendar from other applications. (This section is circled in yellow in the image.)
- Remove calendar:** By unsubscribing, you will no longer have access to this calendar. [Learn more](#)

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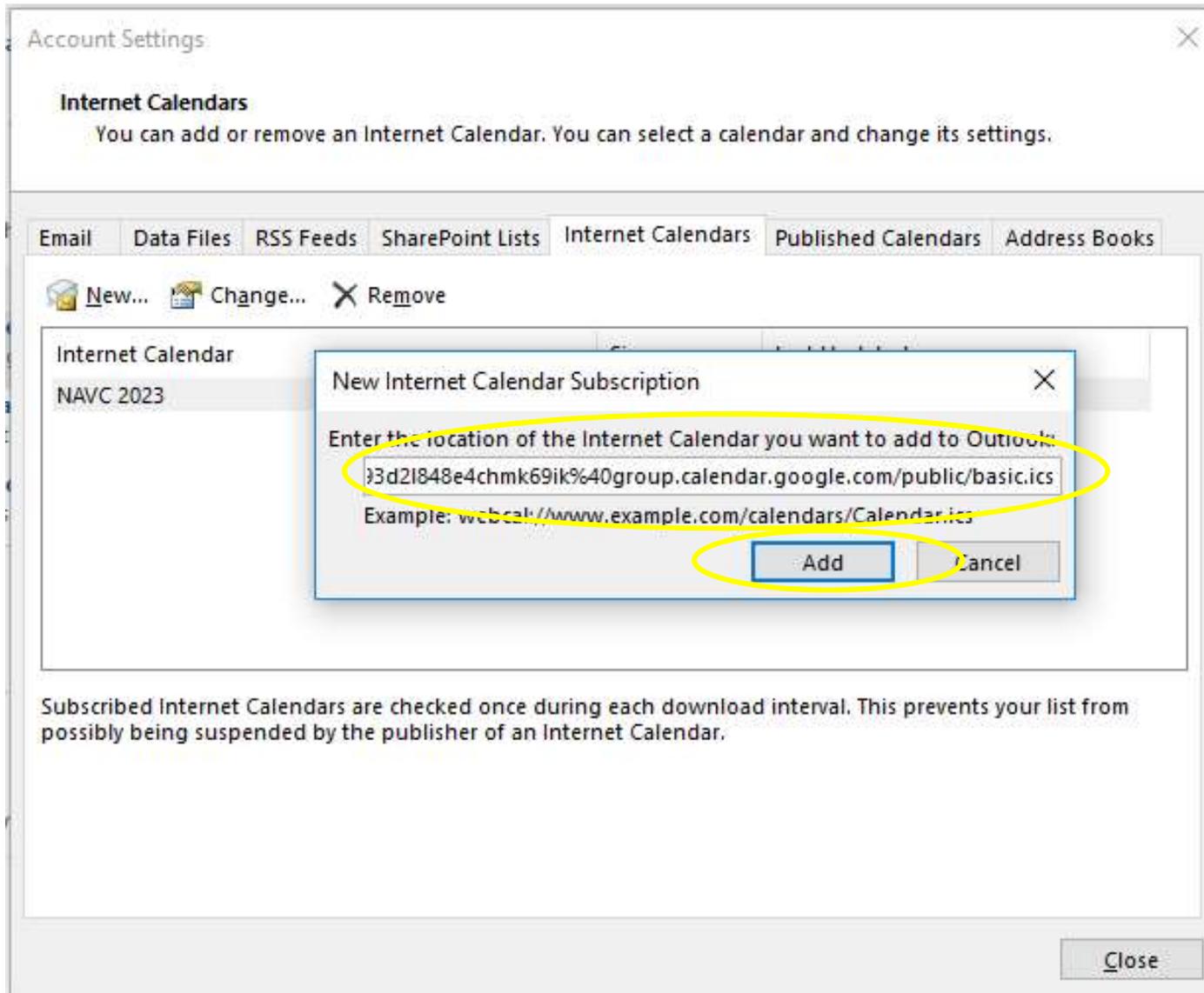
Open Outlook and go to Account Settings → Account Settings



Go to the “Internet Calendars” tab and select “New”



Paste the link in the window and click “Add”



You will need to name your new calendar and click the box to show it
Default is side-by-side view

The screenshot displays the Outlook interface for managing calendars. The top ribbon includes options for 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Help'. The main area shows two calendar views side-by-side. The left view is for 'Calendar - jvanke@synergybenefits.com' and the right view is for 'DHS Varsity Calendar'. Both views show a weekly grid for May 12-18, 2019. The 'DHS Varsity Calendar' view has a blue appointment bar on Friday, May 17, from 10 AM to 12 PM. The 'My Calendars' list on the left has 'DHS Varsity Calendar' selected and circled in yellow.

Calendar	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Calendar - jvanke@synergybenefits.com	12	13	14	15	16	17	18
DHS Varsity Calendar						10 AM - 12 PM	

You can click the arrow to the left of your new calendar name to overlap it with your existing calendar

Outlook will automatically sync when you open, and periodically while it remains open

The screenshot shows the Outlook interface with the following elements:

- Top Bar:** "DHS Varsity Calendar - Internet Calendars - Outlook" and "Coming Soon" button.
- Command Bar:** Includes "File", "Home", "Send / Receive", "Folder", "View", and "Help". The "View" tab is active, showing options for "Day", "Work Week", "Week", "Month", "Schedule", and "View".
- Calendar Navigation:** Shows "May 2019" and "May 12 - 18, 2019" for "Atlanta, Georgia". Weather forecasts for Today (87°F / 65°F), Tomorrow (88°F / 67°F), and Sunday (89°F / 68°F) are displayed.
- Calendar Tabs:** Two tabs are visible: "Calendar - jvanke@synergybenefits.com" and "DHS Varsity Calendar". A yellow circle highlights the arrow pointing left from the "DHS Varsity Calendar" tab, indicating the action to overlap it with the existing calendar.
- Calendar Grid:** A weekly view from Sunday (May 12) to Saturday (May 18). A blue appointment bar is visible on Friday, May 17, from approximately 10:00 AM to 11:00 AM.
- Left Pane:** "My Calendars" section with checkboxes for "Calendar - jvanke@pension...", "Calendar - jvanke@SYNERGYFI...", "Calendar - jvanke@synergybe...", "Birthdays", and "DHS Varsity Calendar" (checked). Other sections include "Other Calendars" (NAVC 2023), "Shared Calendars" (United States holidays), and "All Group Calendars" (ASP Offices).
- Bottom Bar:** Shows "Items: 0", "Reminders: 186", and the Windows taskbar with the system clock at 10:33 AM on 5/17/2019.

Before you begin iPhone setup, go to this link
<https://calendar.google.com/calendar/syncselect>

Select the box for the vball calendar on the left, and click save on the right
(If you skip this step, the vball calendar will not link to your google account on iPhone)

Google Calendar

Sync Settings

Select calendars to sync to your iPhone/iPad/iCal*

My Calendars

- james.vanke@gmail.com
- navc2023@gmail.com
- Team Vanke

Shared Calendars

- DHS Volleyball Varsity Calendar 2019 (Read Only)
- GOLD & RED TEAMS PEACHTREE VOLLEYBALL FALL 2018 (Read Only)
- Holidays in United States (Read Only)

Cancel

Save

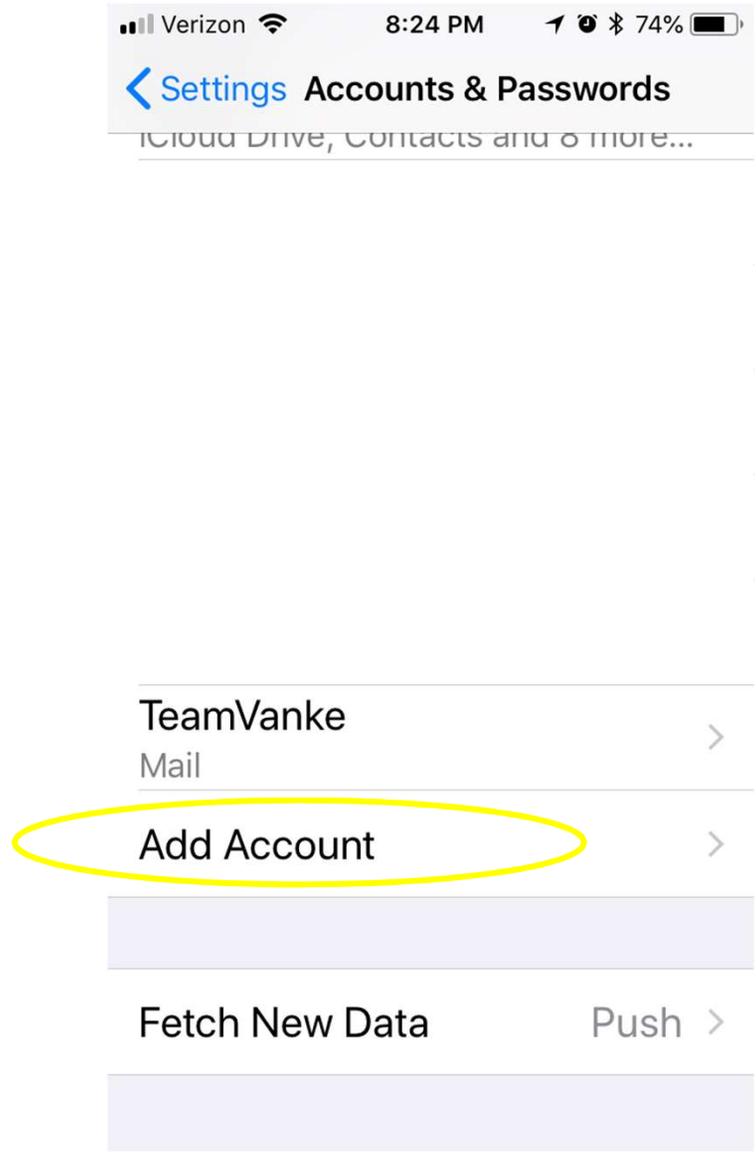
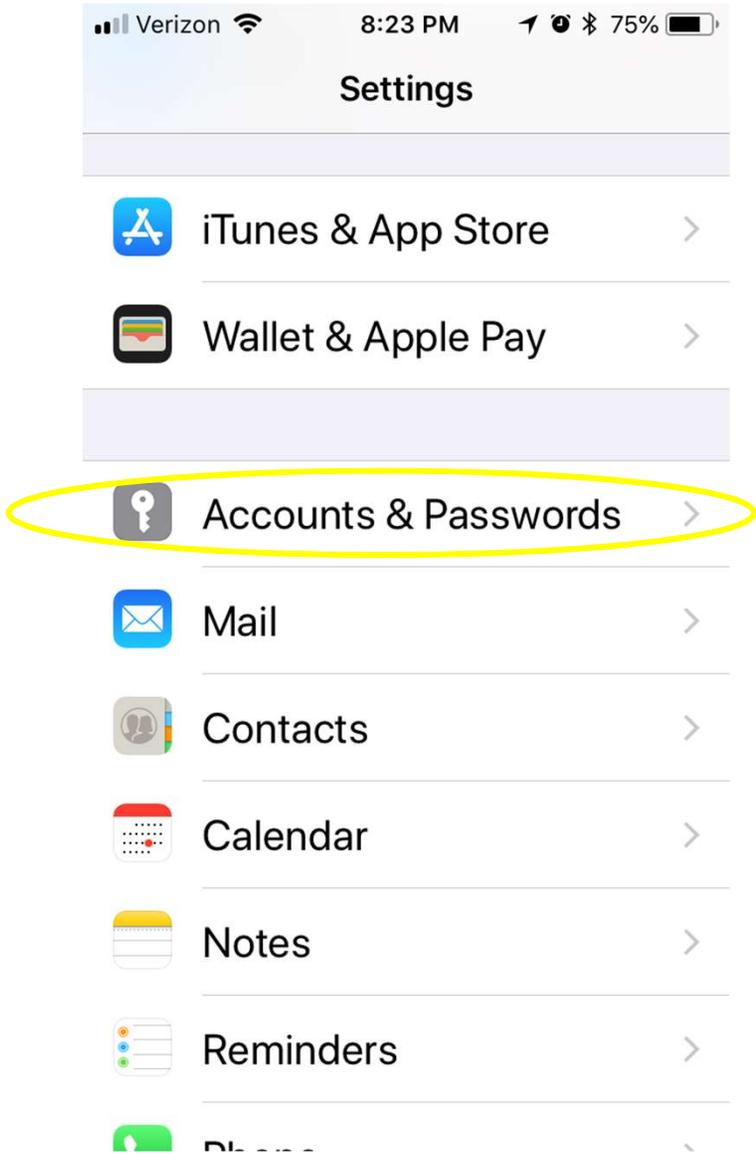
* or any other CalDAV device.

james.vanke@gmail.com - [Sign out](#)

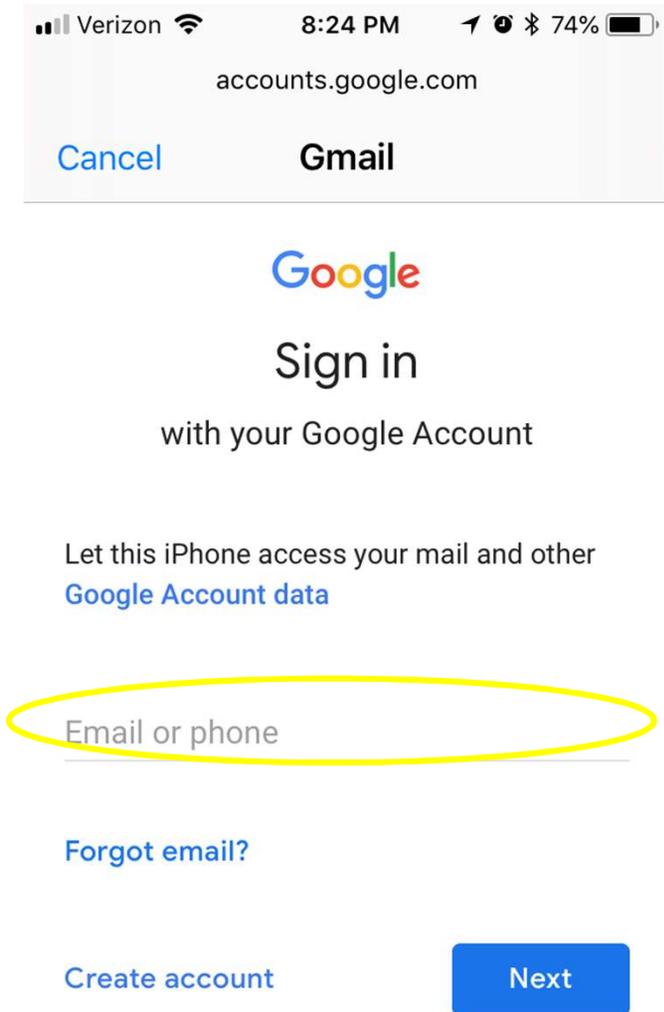
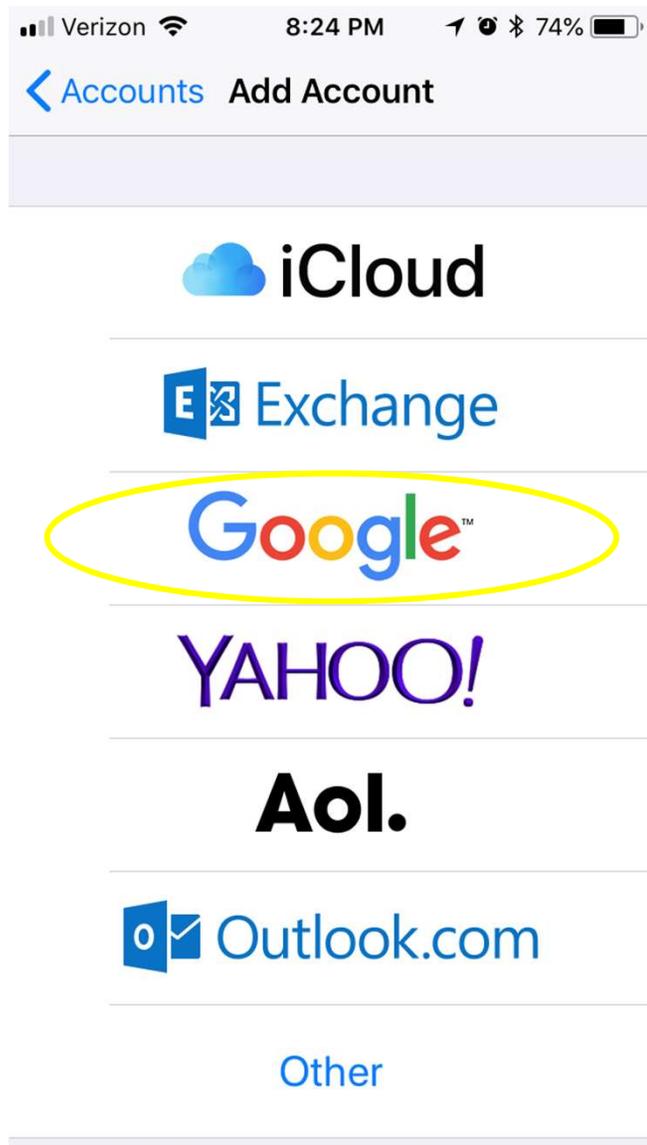
[Google Mobile](#) - [Help](#)

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On your iPhone, go into settings and select "Accounts & Passwords", then "Add Account"



Select Google and then Sign in



Deactivate Mail, Contacts, and Notes if you do not want those to sync from Google

Save and close Settings. Open your calendar, and you should be in business!
(Might require closing and re-opening calendar and/or a moment or two to sync)

