

Subscribe to Cross of Christ's Calendar!

Subscribing...(What now?)

If you're asking "What is subscribing to a calendar?" chances are good that you'll be best served by the calendar (or the big calendar) already on the site. This will allow you to view, print etc. events on COC's calendar. Just check back whenever you need to to see an up-to-date calendar. (Additions made by the office, vicar or web editors happen throughout the week.)

I really do want to subscribe.

Good. Cross of Christ's Master Calendar utilizes a service called 'Google Apps' and Google Calendar is part of that. It allows multiple people to access and make changes to the calendar so you can always be up-to-date. You won't be able to edit the calendar - but you can see all of the goodies that are published by the office. (if you want to put something on the calendar - [just contact us.](#))

There's a couple of options - and I have divided them into 3 section. (You'll need to scroll a bit to find the part you want.)

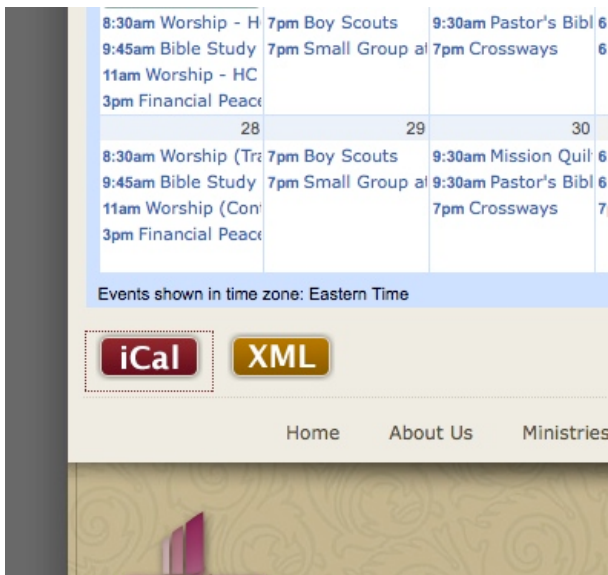
1. Windows Options
2. Mac (Apple) Options
3. Web (Internet) Options

Windows Options

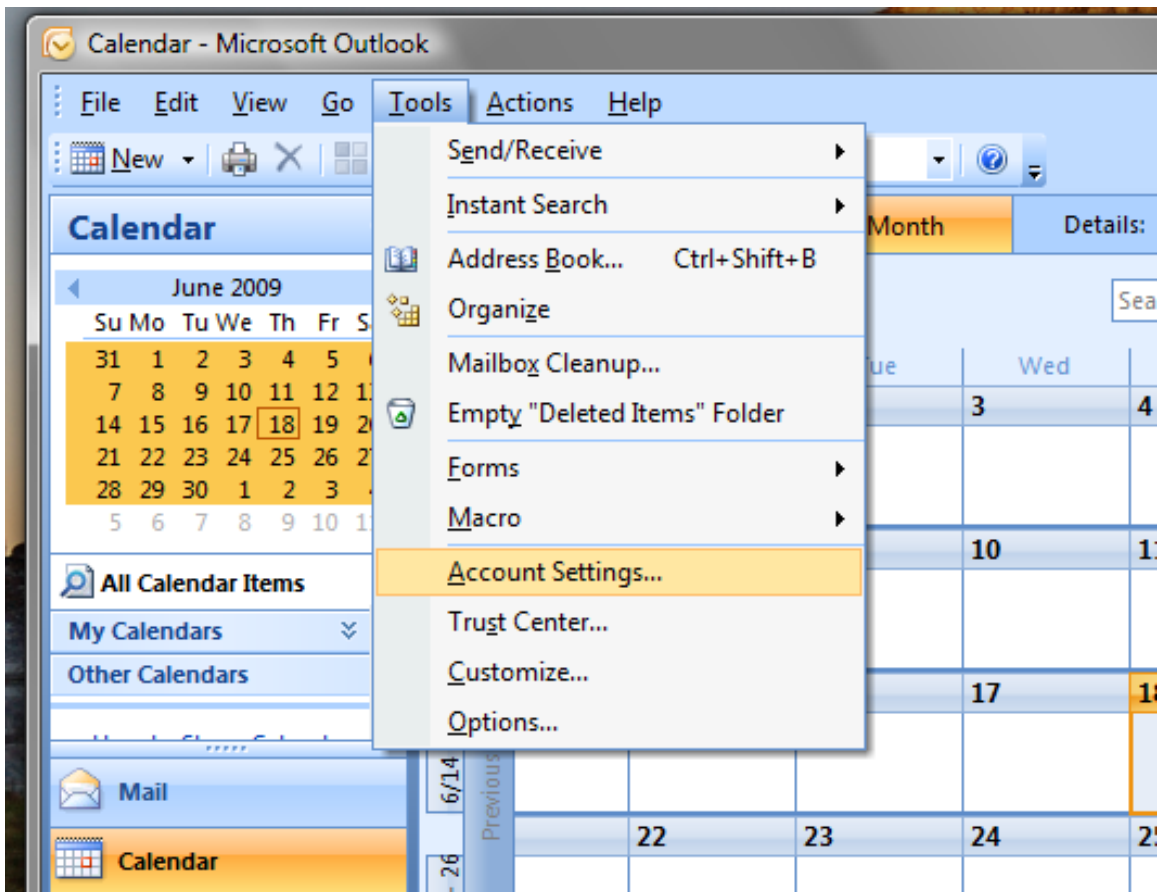
MICROSOFT OUTLOOK

1. Open Outlook

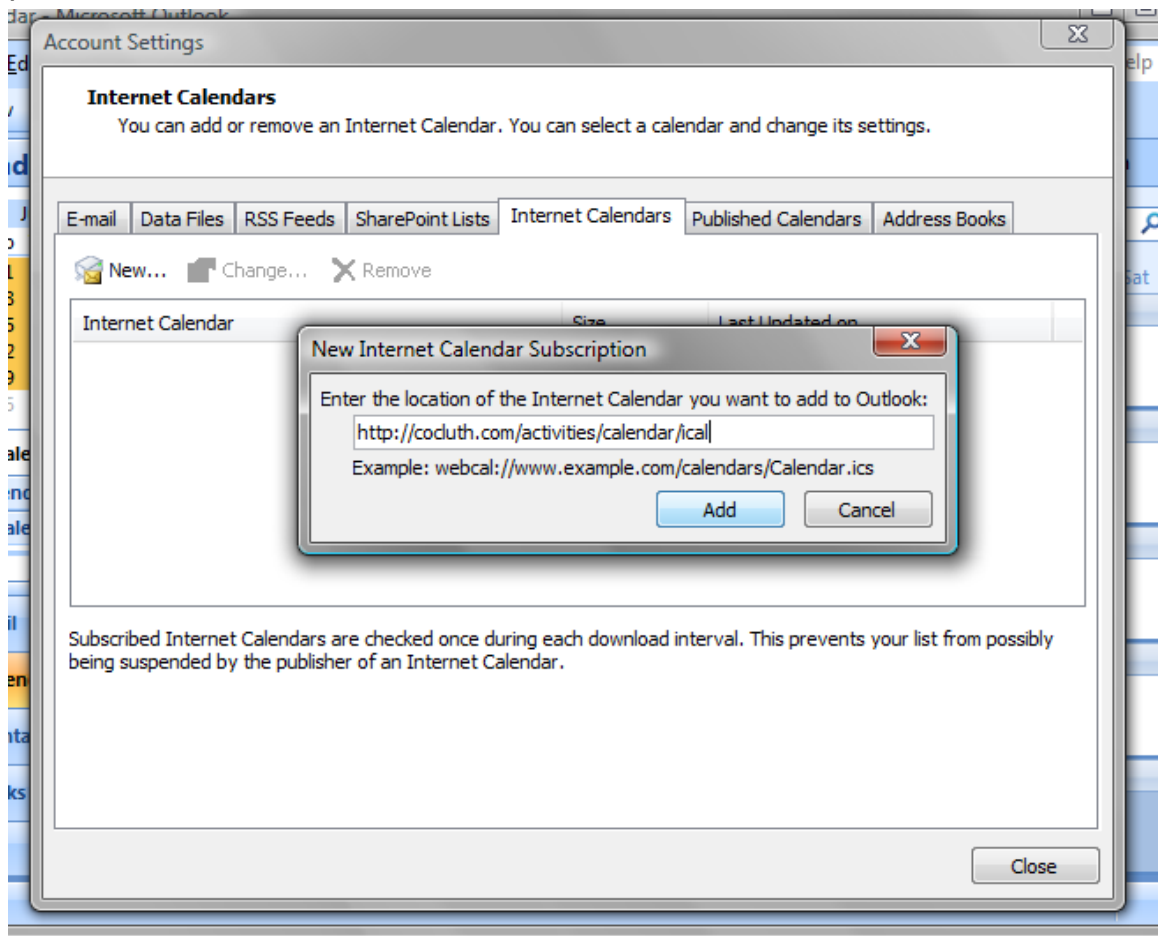
2. Open cocluth.com/activities/calendar and locate the **iCal** image. Right-click that image and select 'Copy Link Location' (or similar meaning).



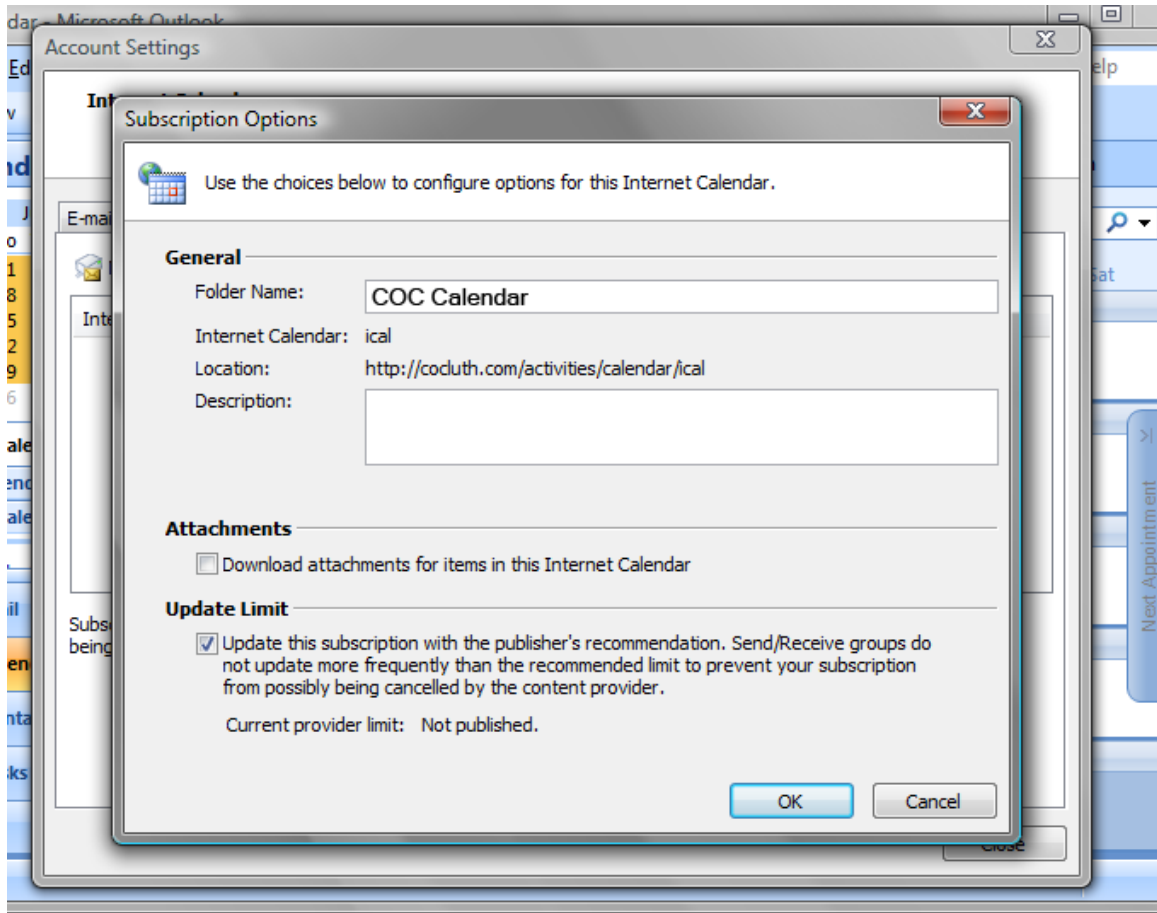
3. Now - navigat to Outlook - and Locate **Tools > Account Settings**. Click that baby.



- Smashing. now you'll see a pane pop-up entitled "Account Settings" Click on the "**Internet Calendars**" tab - and click the 'New' Button. This will pop-up another window - into which you will paste the link you just copied. Do this by either right-clicking and selecting *paste* or press ctrl+v.

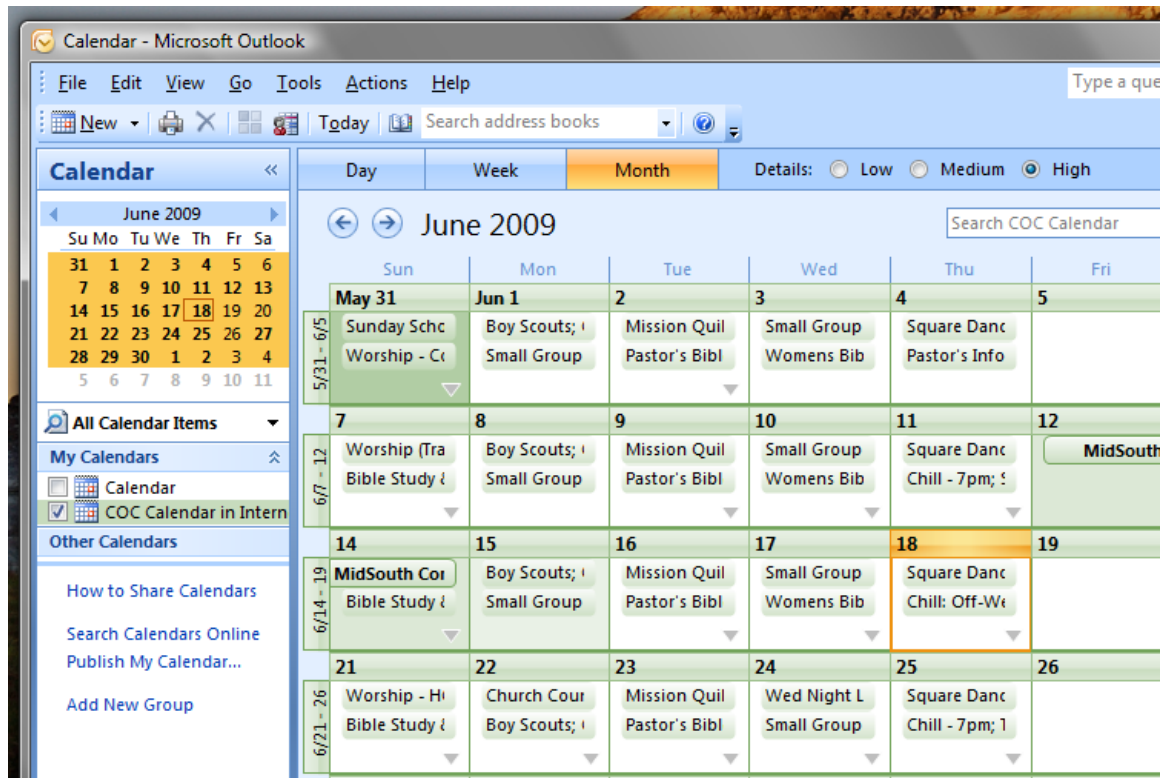


5. Click 'Add' You'll be prompted to give it a name or description. This is optional. I called mine "COC Calendar." Click OK.



6. Now, you can close your account settings panel - and you should notice a new calendar available in the left sidebar. Make sure the checkbox is checked - now you can view all of the events on Cross of

Christ's Calendar.



*Final windows notes: There are other programs that allow you to subscribe to internet calendars - many of which use the same technique. Check the program help for specific changes. Outlook will allow you to sync with mobile devices as well as Exchange Server etc. so you'll never be in the dark about what's going on at church.

Mac (Apple) Options

Apple setup is about the same as outlook - just finagled a little different. Again, if you use a mac, this will enable you to sync with iPod, iPhone and other devices. Let's get started.

1. Locate - the **iCal** image below the calendar on the COCLUTH.COM site. ([COC Calendar](#)) Neat. Right-Click (or ctrl+click) the link and copy the

link location.

8:30am Worship - H	7pm Boy Scouts	9:30am Pastor's Bibl	6
9:45am Bible Study	7pm Small Group at	7pm Crossways	6
11am Worship - HC			
3pm Financial Peace			
28	29	30	
8:30am Worship (Tra	7pm Boy Scouts	9:30am Mission Quil	6
9:45am Bible Study	7pm Small Group at	9:30am Pastor's Bibl	6
11am Worship (Con		7pm Crossways	7
3pm Financial Peace			

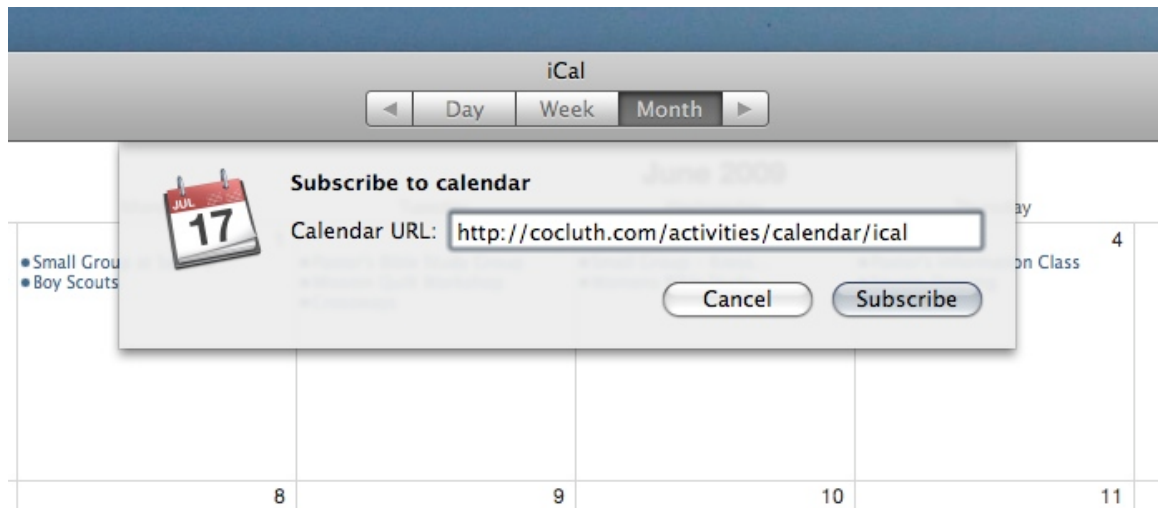
Events shown in time zone: Eastern Time

[iCal](#) [XML](#)

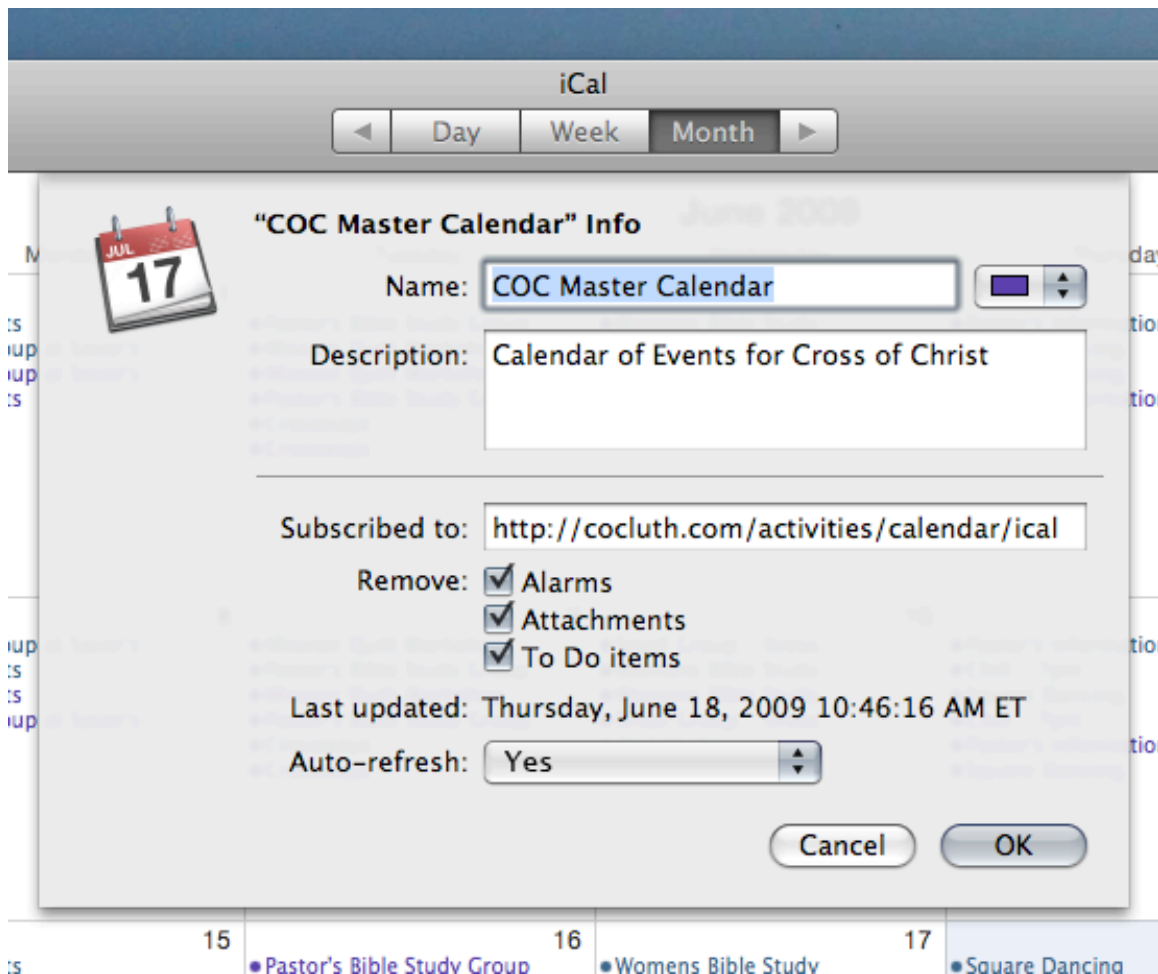
[Home](#) [About Us](#) [Ministries](#)

2. Now, open iCal (it's in your Applications folder.) In the menu, click **Calendar > Subscribe**. Paste the contents of that link into this field (either ctrl+click/right click and select paste - or press Command + V)

click 'Subscribe.'



3. Now, You've got iCal asking you about info - which you can edit. The default information is ok - but you can choose whether you keep alarms, attachment and to-do items. I'd recommend selecting - 'Yes.' - that way the calendar will automatically update.



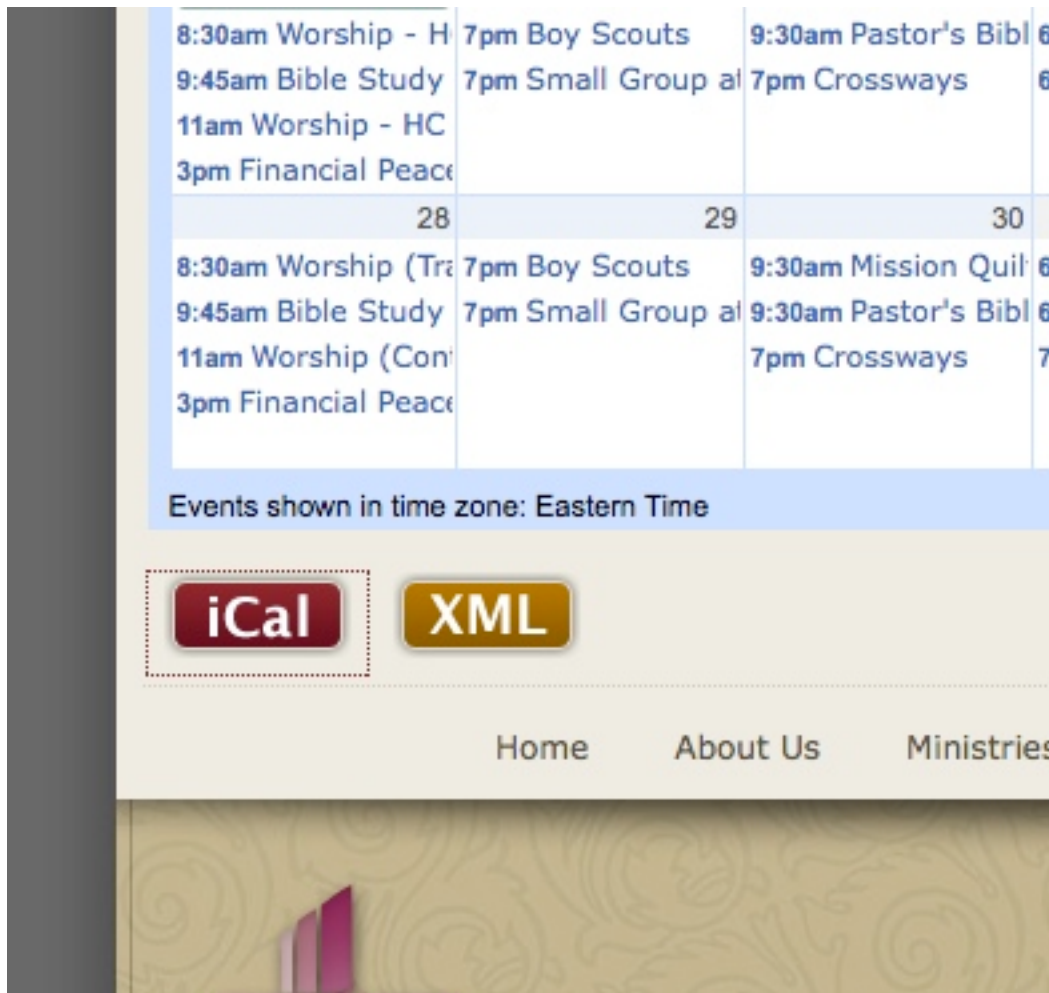
4. Now - you'll see your calendar listed on the left side - just check the box - and enjoy the calendar.

Internet Options

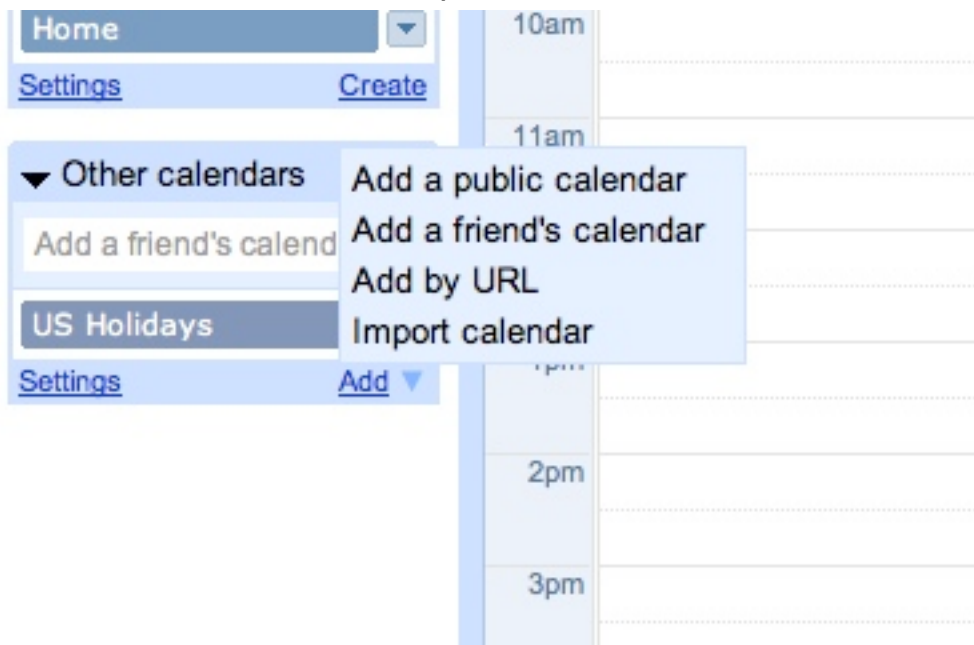
To be honest - there's really one big option - and that is if you currently have a Google Calendar. You have a Google Calendar if you've got a gmail account (something@gmail.com) - and this enables you to subscribe to the COC calendar with little difficulty. While you are logged into your google account - you can actually browse the COC calendar - click an event - and click 'add to my calendar' and it'll transfer the event over to you're personal calendar.

OTHERWISE, you can do the following:

1. Locate - the **XML** image below the calendar on the COCLUTH.COM site. ([COC Calendar](#)) Neat. Right-Click (or ctrl+click) the link and copy the link location.



2. Login to your Google Calendar Account
3. Click 'add' and select 'add by url'.



4. Paste the link you just copied into the resulting dialog box. Done!