

USER MANUAL

UMP APPOINTMENT CALENDAR (iCal Feed Format) UNIVERSITI MALAYSIA PAHANG

**Updated :
01 Feb 2016**

**PUSAT TEKNOLOGI MAKLUMAT & KOMUNIKASI
UNIVERSITI MALAYSIA PAHANG**

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Introduction

1

UMP Appointment Calendar (iCal Feed format) enables an application to publish Date and Time based data to an external calendar application (like google calendar) via the iCal standard. By subscribing to iCal feed you can view the up-to-date status of your UMP calendering and scheduling information.

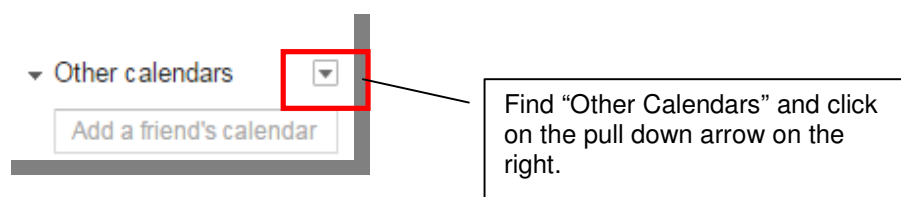
To Place Your Feed In Google Calendar

2

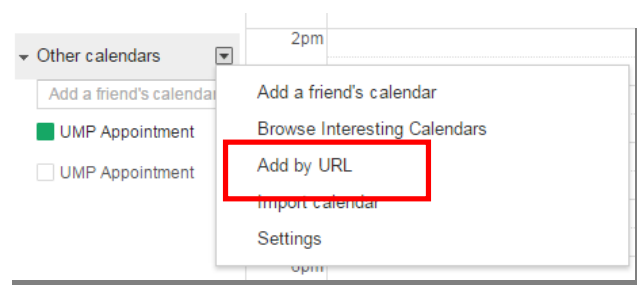
1.0 Import an ICS file by adding an URL in Google Calendar

Google Calendar allows you insert an ICS file by adding an URL (pointing to the Web URL that the ICS file has been posted to).

- 1.1 Login to your google using your email address (xxx@ump.edu.my).
- 1.2 Open your calendar in a web browser and then click the arrow next to *Other calendars* on the left side of the screen.



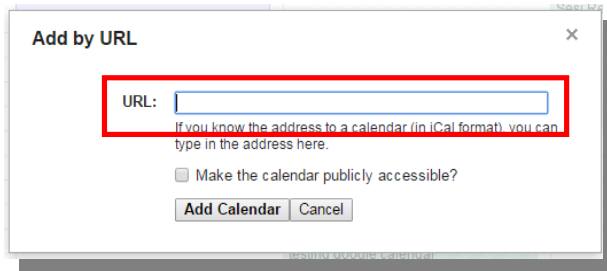
1.3 Select *Add By URL*



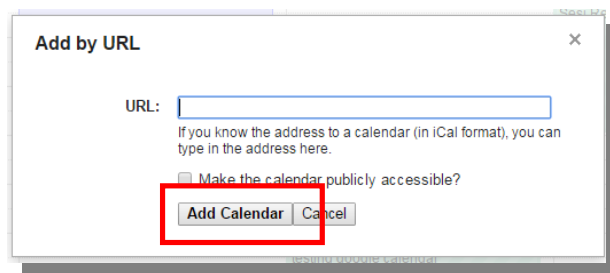
- 1.4 Paste calendar feed URL into the field provided. Do not select the checkbox unless you want to make your calendar public.

Example URL :

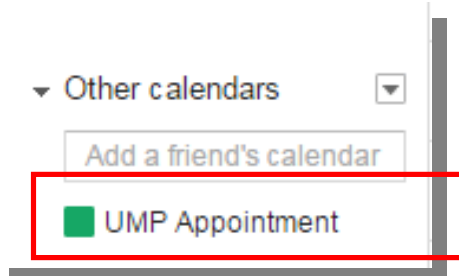
<http://community.ump.edu.my/ecomstaff/ICalExporterSubscribe/calendarSubscribe.ics?userid=F1C4FCB3F8-9488E133B95IC418>



- 1.5 Click *Add Calendar*



The UMP Appointment Calendar will now appear under your “Other Calendars” on the left. You can customize or remove an online iCal calendar just like you would any other calendar under settings.

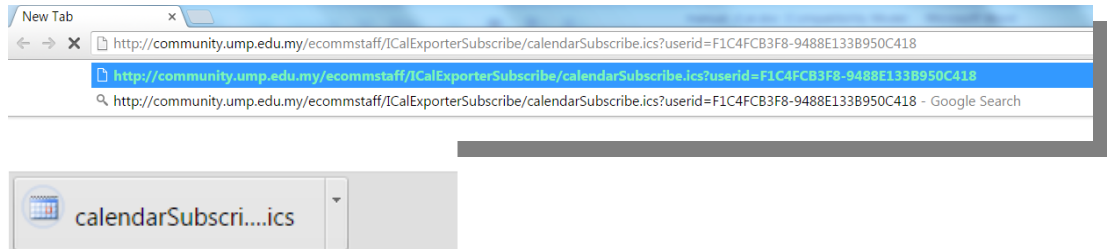


Note: It might take up to 12 hours for changes to show in your Google Calendar.

Reference: https://support.google.com/calendar/answer/37100?hl=en&ref_topic=1672445

2.0 Import events Calendar into Google Calendar

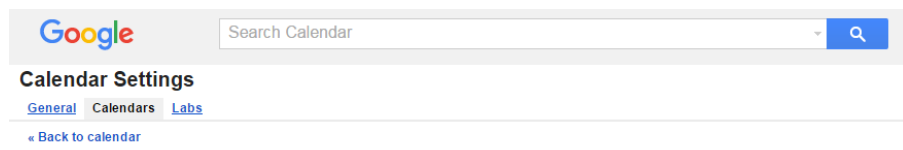
Exported your calendar using the feed URL provided in a web browser and click enter. Ics file will be downloaded into your computer.



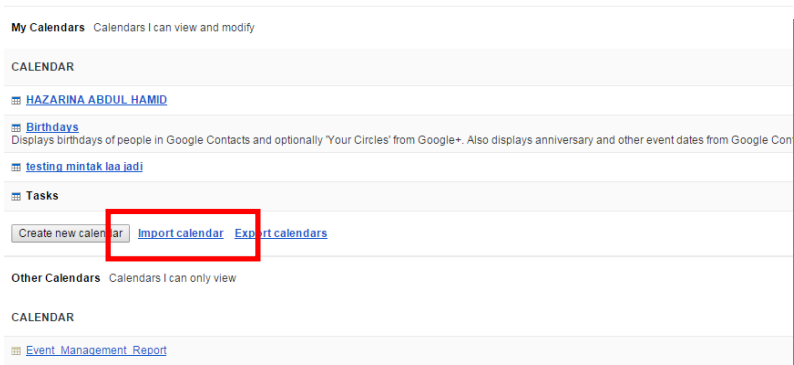
2.1 Open [Google Calendar](#) on a computer.
Note: You can only import from a computer, not a phone or tablet.

2.2 In the top right, click Settings  **Settings**.

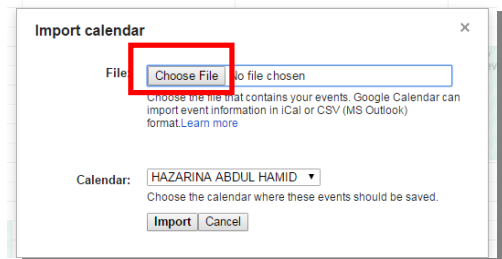
2.3 Open the **Calendars** tab.



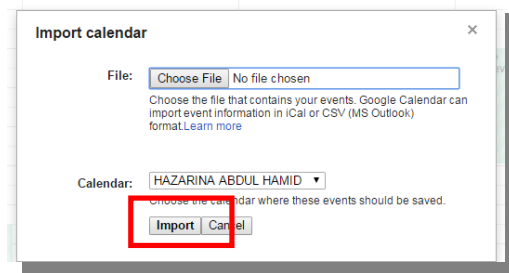
2.4 Click **Import calendars** between the "My calendars" and "Other Calendars" sections.



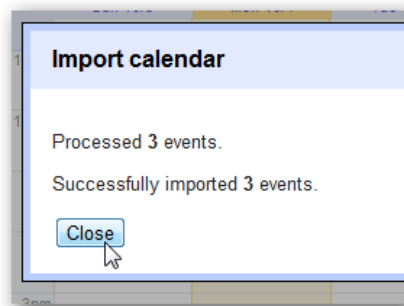
- 2.5 Click **Choose File** and select the file you exported. The file should end in "ics". Choose which calendar to add the imported events to. By default, events will be imported into your primary calendar.



- 2.6 Click **Import**.



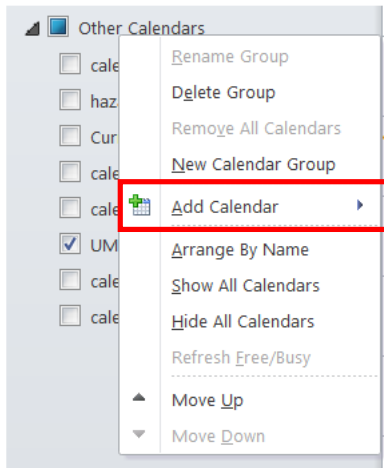
- 2.7 After a few moments, you'll be shown how many appointments or events were imported.



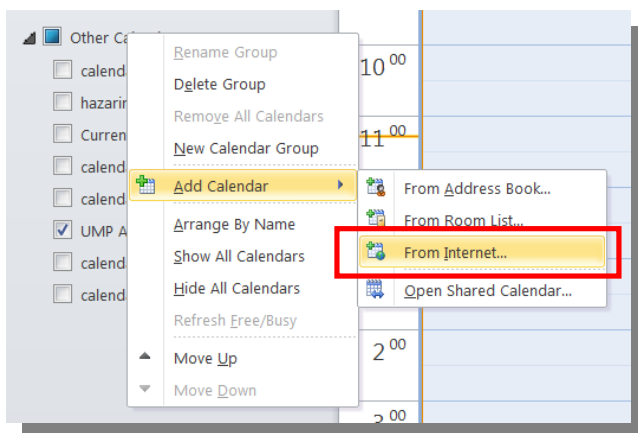
To Place Your Feed In MS Outlook 2010

3

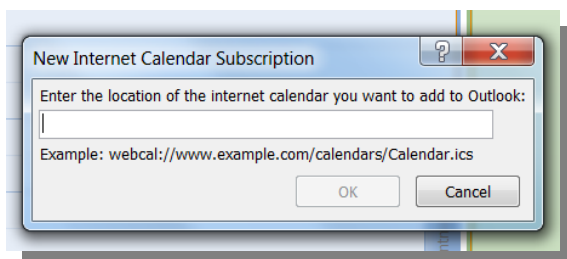
Right click on the Other Calendar and select Add Calendar.



Select From Internet...



Paste calendar feed URL into the field provided and click ok.



How to add calendar subscriptions to your iPhone or iPad

4

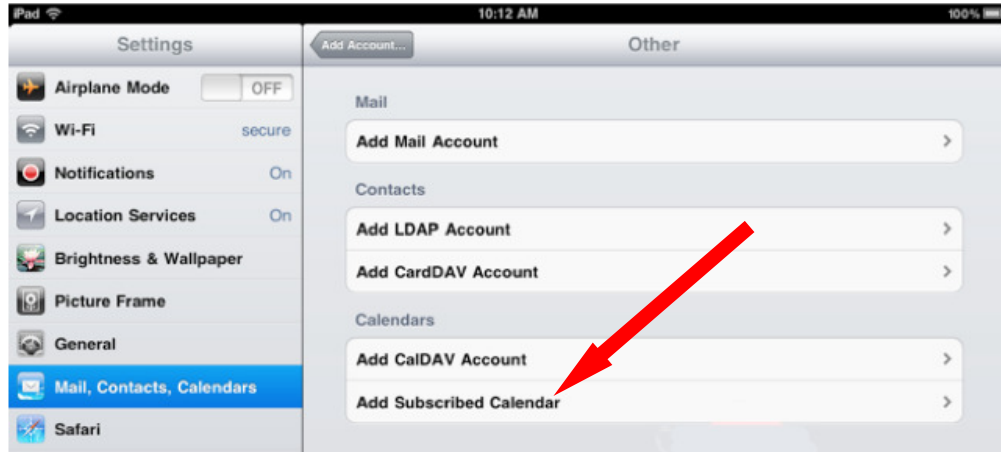
1. Launch the **Settings app** on your iPhone or iPad.



2. Find the menu item labelled "Mail, Contacts and Calendars," and click "Add Account."



3. On the list of account types, click "Other" at the bottom, then click "Add Subscribed Calendar"



4. Press and hold in the text field to paste in the iCal feed URL that you previously saved to your clipboard, and click "Next."

Example URL :

<http://community.ump.edu.my/ecommstaff/ICalExporterSubscribe/calendarSubscribe.ics?userid=F1C4FCB3F8-9488E133B95IC418>



Your device will verify the feed URL and add it to your calendar. Subsequently, new events will automatically populate in the Calendar app.

How to subscribe to an internet calendar feed (ICS) using the Calendar app in Android phone and tablets

5

Method 1 :

Setup the Google account assigned to your Android device.

1. Log into the Google site using the account assigned to your Android device, then from top-menu click "More > Calendar".
2. Follow the instructions at [Google Calendar](#) to subscribe to the calendar feed.
3. You will see the calendar subscription appear under "Other Calendars".
4. Confirm that the subscription is working by verifying that scheduled games are appearing in the calendar grid.

Configure you Android device to sync to your Google calendar.

1. Go into you device's Calendar app, in the settings make sure your Google account is checked, then select 'Sync Now'.

You may need to select the Google account calendar, then under "Other calendars" check the subscribed calendars the Android device is to sync with (by default, the "Other calendars" may not be checked).

Note: It might take up to 12 hours for changes to show in your Google Calendar.

Reference: https://support.google.com/calendar/answer/37100?hl=en&ref_topic=1672445

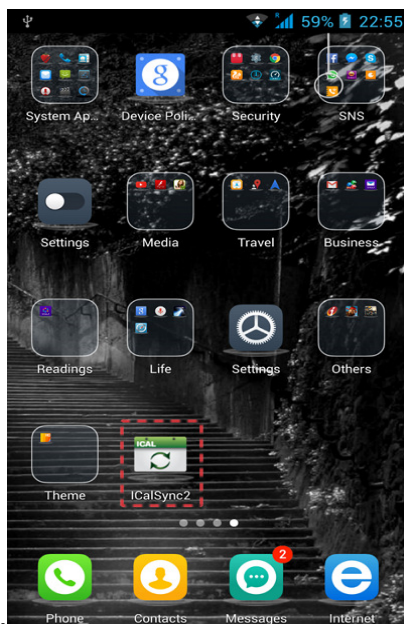
Method 2 :

Android OS does not synchronize with ICal. However, there is a free application on Google Play store that enables ICal feeds on Android phones.

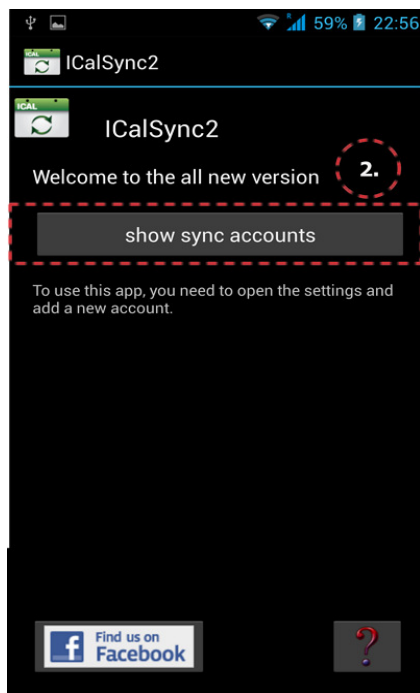
Steps:

1. Download and Install ICalSync application from here <https://play.google.com/store/search?q=ICalSync+khoas&c=apps>
2. Run ICalSync app on android phone and it would give you an option to go to "Go to Sync Accounts"
3. Click on "Add account" from the bottom right.
4. Select ICalSync.
5. Enter Name and other details. In "choose URL" enter the ICal URL which you can copy by right clicking the red ICal button on the admin calendar area. (Note: replace webcal:// with http:// in this link)
6. Set synchronize time to 15 Min and save it.
7. You will start seeing all your appointments directly in your mobile's native calendar. You can even customize settings to get an alert prior to appointments.

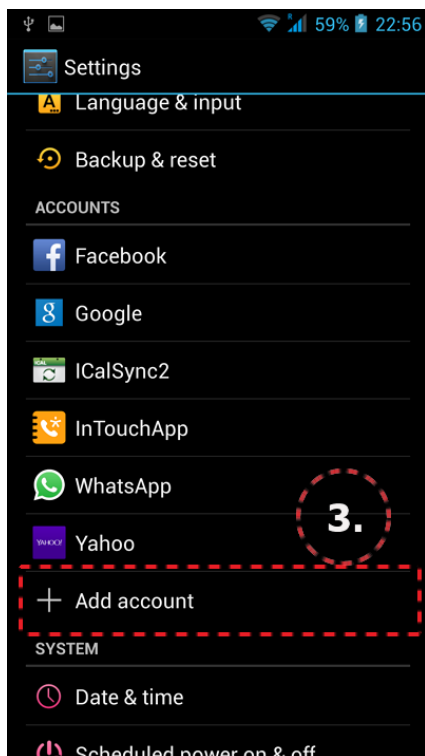
Step 1 Click on Icalsync2.



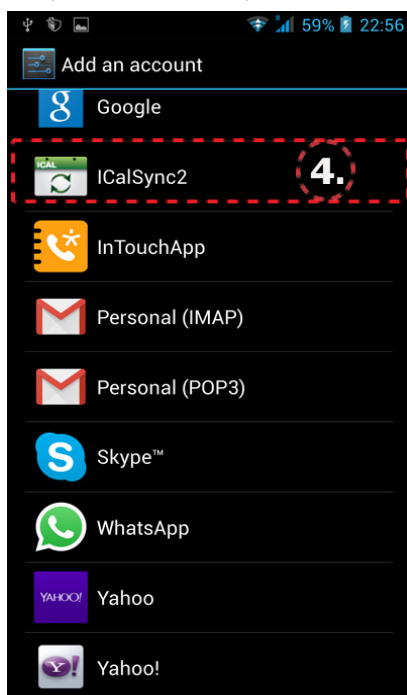
Step 2 Select Show sync Account.



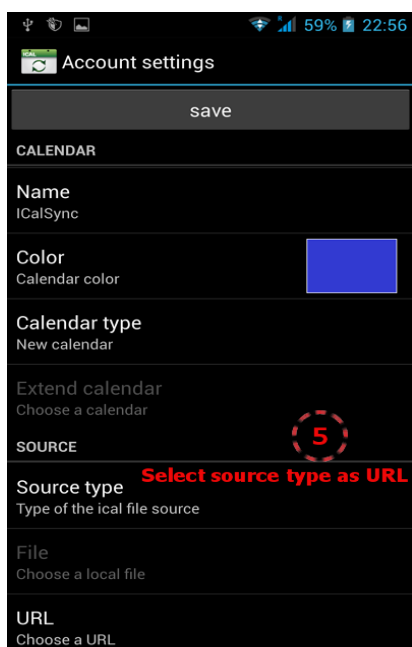
Step 3 Click on Add account.



Step 4 Select Icalsync2.



Step 5 You can input name, select the color to show Ical sync event on calendar, Select source as URL.



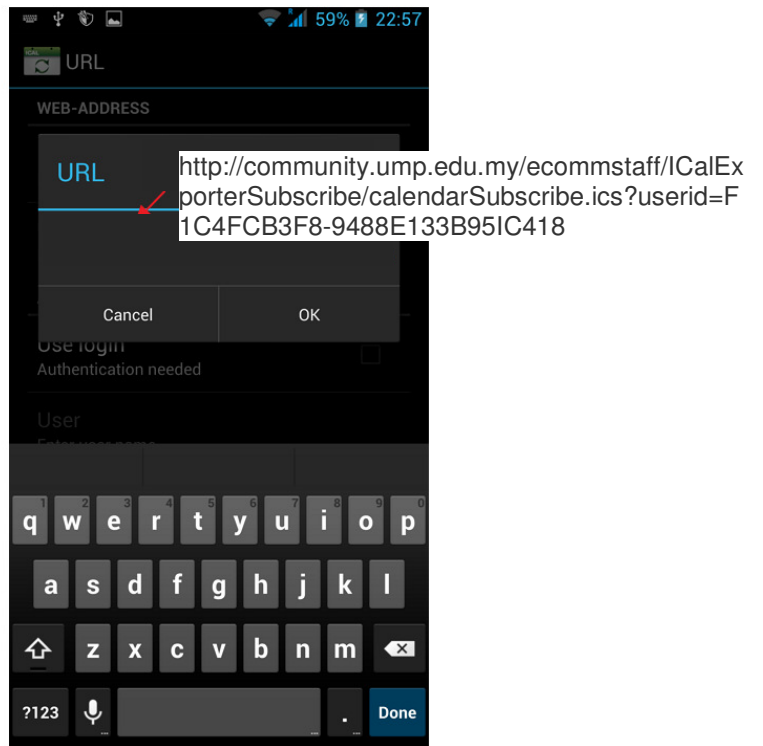
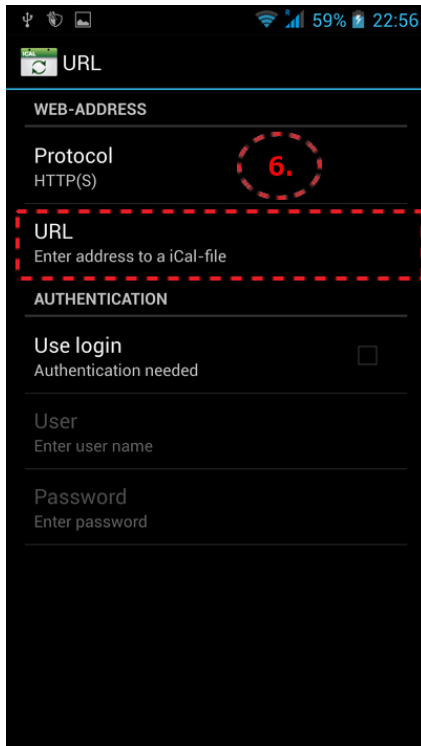
Step 6 : Copy and paste calendar feed URL into the field provided.

Calendar iCal Feed

<http://localhost:9999/ecomstaff/ICalExporterSubscribe/calendarSubscribe.ics?userid=F1C4FCB3F8-9488E133B950C418>

Copy URL

Paste this iCal URL into your external calendar application.



Step 7 Set the time interval to 15 min and click on save.

