

## Setting up iCal using your SOLE Calendar

In order to set up your iCal you will first need to locate the SOLE Calendar Link. To locate this link begin at the SOLE homepage then click on the "Full Calendar" button located directly below the Content Calendar. Once the calendar loads scroll to the bottom of the page to locate the link needed for iCal.

### Subscribe to the SOLE Calendar (source: [Apple Support](#))

If you have an iCloud account set up in iCal, you can choose to add the subscribed calendar to that account. You can then view the subscribed calendar in iCal as well as in the Calendar app on your iOS 5 or later devices that have been configured for iCloud. This works without having to resubscribe to the calendar.

1. In iCal, choose Calendar > Subscribe.
2. Enter the web address for the calendar you want to subscribe to, and then click Subscribe.
3. Type a name for the calendar in the Name field and choose a calendar color from the adjacent pop-up menu.
  - If you have an iCloud account, choose whether you want the calendar to be located only on your Mac or on your iCloud account. If you want to view a subscription calendar in iCal and in the Calendar app on devices with iOS 5 or later without resubscribing to the calendar, choose your iCloud account.
  - If you want to receive any reminders or attachments, or hear any alarms associated with the calendar, deselect the appropriate Remove checkboxes.
  - If you want iCal to update your copy of this calendar when changes to it are published on the Internet, choose the update frequency from the "Auto- refresh" pop-up menu.
4. Click OK.

The calendar you subscribed to appears in your Calendars pop-up list under the heading "Subscriptions." To make changes to the calendar, click Calendars, select the calendar, and then choose Edit > Get Info.

Notes:

- Subscriptions that you manually add on iOS devices will not push to iCloud; you need to subscribe to calendars using iCal on OS X to push those subscriptions to your other devices and computers.
- [icloud.com](https://icloud.com) and Microsoft Outlook will not display subscribed calendars pushed to iCloud.

Find more information about [using iCloud with calendar subscriptions](#).

**Sync your calendars with iPhone, iPod, or iPad (source: [Apple Support](#))**

If you have an iCloud subscription, you can use it to automatically sync your calendars across multiple computers or devices, including an iPhone, iPod touch, or iPad. If you don't have an iCloud subscription, you can use iTunes to sync with an iPhone, iPod touch, or iPad. You can also use iTunes to sync with an iPod classic, iPod nano, or iPod mini. See these articles for more information:

- [iCloud Help](#)
- [How to enable Entourage syncing to iPhone, iPad, and iPod touch](#)
- [iPod touch: How to sync contacts and calendars](#)