Calendar Sync

1 OneFile
EPORTFOLIO

OVERVIEW

Assessors and learners can subscribe to their calendar and receive updates via a third-party calendar application, such as Microsoft Outlook or Google Calendar.
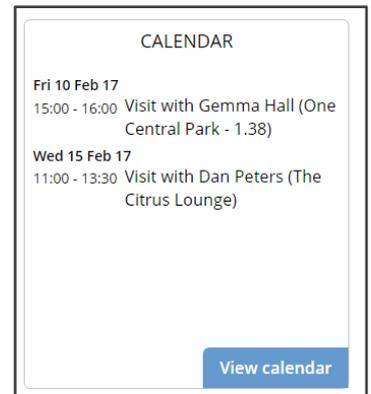
USER RESTRICTIONS

Only assessors and learners can sync their calendar.
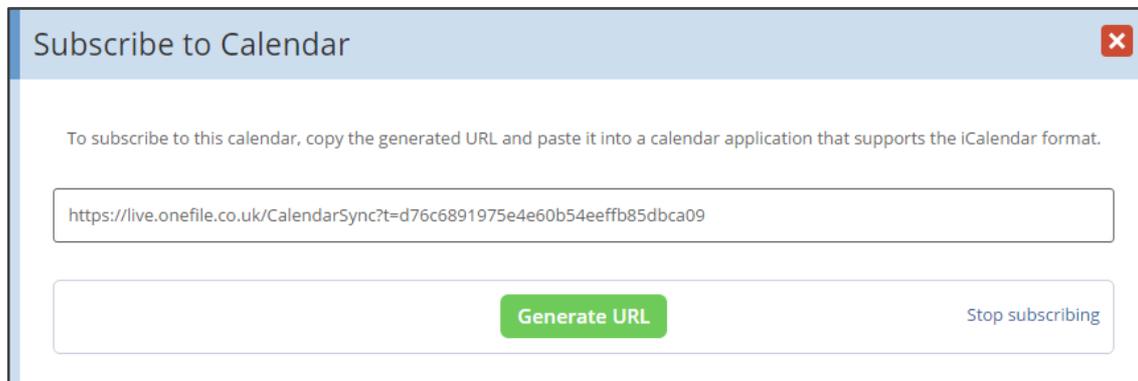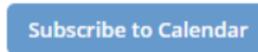
DETAILS

View the Calendar

Assessors and learners can access their calendar via a calendar dashboard chart on their homepage. Click the **View Calendar** button to open the OneFile calendar.

CALENDAR

Fri 10 Feb 17
15:00 - 16:00 Visit with Gemma Hall (One Central Park - 1.38)

Wed 15 Feb 17
11:00 - 13:30 Visit with Dan Peters (The Citrus Lounge)

View calendar

Subscribe to the Calendar

You will now be able to see the **Subscribe to Calendar** button in the bar at the top of the page. Clicking this will open a popup where a link can be generated for your internet calendar.

Subscribe to Calendar

Subscribe to Calendar

To subscribe to this calendar, copy the generated URL and paste it into a calendar application that supports the iCalendar format.

https://live.onefile.co.uk/CalendarSync?t=d76c6891975e4e60b54eeffb85dbca09

Generate URL   Stop subscribing

Once you have generated your URL you will be able to use it with your chosen calendar application to receive updates.

Setting up your Calendar Subscriptions with External Calendars

Google Calendar

1. Open Google Calendar
2. In the "Other calendars" section, click the down arrow
3. Click on **Add by URL**
4. Enter the calendar's URL in the field
5. Click **Add calendar**
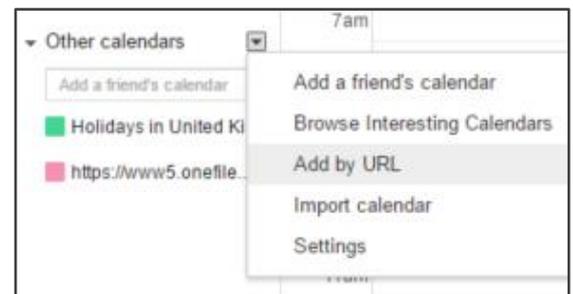
Note: It might take up to 12 hours for changes to show in your Google Calendar.
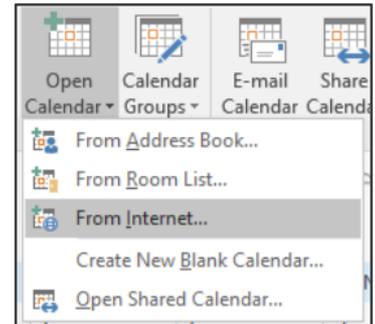
Calendar Sync

Microsoft Outlook (Office 365)

1. Login to your [Office 365](#) account
2. Click the App Launcher and then click **Calendar**
3. Under the Outlook Calendar navigation bar, click the New down arrow
4. Click **Add calendar**
5. Click **From internet** and enter the URL in the field
6. Click **Save**
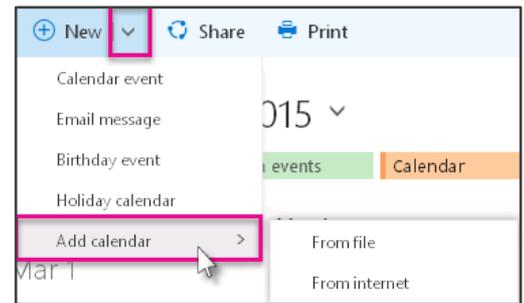
Microsoft Outlook (Desktop)

1. Open Microsoft Outlook
2. Click on the **Calendar** tab
3. In the home ribbon, select **Open Calendar**
4. Select **From Internet**
5. Enter the URL
6. Click **OK**

iOS Calendar

1. Launch the **Settings** app on your iPhone or iPad
2. Tap on **Mail, Contacts, Calendars**
3. Tap on **Add Account**
4. Tap on **Other**
5. Tap on **Add Subscribed Calendar** under the "Other" section
6. Enter paste the URL
7. Tap the **Next** button
8. Tap the **Save** button