Instructions to add FOM schedule to Google or Outlook Calendar

By Shuyou Li, 5/3/2011

1. Login FOM, go to "My Profile" page. Copy the link below "Show FOM reservations in your Outlook or Google Calendar".

| » Users Admin » Email List » Collaborate & Service | User Preferences: (No need to submit. It is updated as soon as you click!) Auto Logon |
|--|--|
| » Usage Records | Log me on automatically on this computer until I manually logout |
| » Purchase Supplies » Documents » User Report | Show FOM reservations in your Outlook or Google calendar http://www.fom.northwestern.edu/fom/sch.ics?p= Email when a reservation is cancelled within pre-defined time (typically 24 hrs) |
| » My Profile | ☑ TEM JEOL 2100F ☑ TEM HD2300 |

2. To add FOM Schedule to Google calendar, login your Google Calendar, click the "Add" link at the lower left corner, and select to "Add by URL".

| My calendars 📃 - | Sam | | |
|--|-------|---|--|
| Shu-You Li 🔽 | odili | | |
| Tasks 🔽 - | 9am | | |
| Other calendars 📃 | 10am | | |
| Add a friend's calendar Browse Interesting Calendars Add a friend's calendar | 11am | | |
| Add by URL | 12pm | | |
| Import calendar | | | |
| Add V Settings | 1pm | 1p - 5p TEM JEOL 2100FJEOL Single Tilt, For | |
| | 2pm | training | |

3. Paste the URL you have got from Step #1 in the URL field and click "Add Calendar".



4. To add FOM schedule to outlook (version 2010), go to the Calendar View of your outlook, then click the icon Open Calendar, and then select From Internet.

5.

| 🚺 👔 📑 🤊 🗙 Find a Con | tact 👻 🖵 | | | | Calendar | r - Personal F | olders - Microsoft | Outlook | |
|--|---------------|---------------|------------|------------|------------|----------------|--------------------|------------------------|------------------|
| File Home Send / R | eceive Folder | View | | | | | | | |
| 22222 | | ····· | 22222 | | | 100000 | | | Find a Contact * |
| New New New | Today Next 7 | Day Work W | Veek Month | Schedule | One | lendar | E-mail Share | Publish Calendar | 🔛 Address Book |
| Appointment Meeting Items * | Days | Week | * | View | Calendar | | Calendar Calenda | r Online - Permissions | |
| New | Go To 🕞 | Arra | ange | G. | Manage | Calen rs | | Share | Find |
| | ▲ May | y 02 - 06, 20 | 011 | | * 1 | From | <u>A</u> ddress | Book | |
| 1 2 3 4 5 6 7 | • | Calendar 🗙 | FOM ins | trument re | * * | From | Room Lis | + | |
| 8 9 10 11 12 13 14 | 2 | Monday | | 3 | | | <u>Room</u> Eis | | hurs |
| 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 | | | | | 2 | From | Internet. | | |
| | | | | | | Creat | e New <u>B</u> la | ank Calenda | ır |
| | | | | | i | <u>O</u> per | Shared (| alendar | |

6. Paste the URL that you have got from Step #1. If your FOM schedule URL starts with http://, change your link to start with webcal://; If your FOM schedule URL starts with https://, change your link to start with webcals://.

| New Internet Calendar Subscription | ? 💌 |
|---|-----------------------|
| Enter the location of the internet calendar you war | nt to add to Outlook: |
| webcal://www.fom.northwestern.edu/fom/sch.ics | p=xxxxx? |
| Example: webcal://www.example.com/calendars/C | Calendar.ics |
| DR | |
| New Internet Calendar Subscription | ? 🔀 |
| Enter the location of the internet calendar you war | nt to add to Outlook: |
| webcals://www.instrumentschedule.com/fom/sch.i | ics?p=xxxx |
| Example: webcal://www.example.com/calendars/C | alendar.ics |

7. Click OK.