




Crestwood Preparatory College School Calendar – Digital Version

In our ongoing efforts to develop the links between home and school, we are introducing the option to add the Crestwood calendar to your electronic devices. As we modify events in this format the events will automatically update for you in your calendar.

Google Calendar

Instructions:

1. Click on the following link:
<https://www.google.com/calendar/embed?src=crestwoodupperschool%40gmail.com&ctz=America/Toronto>
it will redirect you to Gmail.
2. Once you have signed in to your Gmail account, the calendar will appear.
3. Click on the  icon in the bottom right hand corner.
4. Once you accept the calendar it will appear as an Other Calendar and you will be able to view all events.

Outlook

Instructions:

1. In Outlook, on the Tools menu, click Account Settings.
2. On the Internet Calendars tab, click New.
3. Enter the following address:
<https://www.google.com/calendar/ical/crestwoodupperschool%40gmail.com/public/basic.ics>
4. Click Add.
5. In the Folder Name box, type the name of the calendar, as you want it to appear in Outlook, and then click OK.

iCal

Instructions:

1. Create a new calendar in iCal. Command click on the newly created calendar and pick 'Subscribe'
2. Paste the following web address:
<https://www.google.com/calendar/ical/crestwoodupperschool%40gmail.com/public/basic.ics>
into the 'Subscribe to' field
3. Type the name of the calendar, as you want it to appear in iCal.
4. Click 'OK'. Events added to the Google Calendar will now show up on this iCal calendar



Yahoo Mail Calendar

Instructions:

1. In your calendar, click on the 'Actions' button and choose 'Subscribe to other Calendars'
2. Type the name of the calendar, as you want it to appear in Yahoo
3. Paste the following web address:
<https://www.google.com/calendar/ical/crestwoodupperschool%40gmail.com/public/basic.ics>
into the 'iCal Address' field
4. Click 'Continue'. Events added to the Google Calendar will now show up on your Yahoo Calendar

iPhone

Instructions:

1. Under 'Settings', go into 'Mail, Contacts, Calendars' and select 'Add Account'
2. Select 'Other' and then 'Add Subscribed Calendar'
3. Paste the following web address:
<https://www.google.com/calendar/ical/crestwoodupperschool%40gmail.com/public/basic.ics>
into the 'Server' field
4. Click 'Next' then 'Save'. Events added to the Google Calendar will now show up on your iPhone Calendar

BlackBerry (only for Q10 or Z10 and you will need to create a Gmail account if you do not have one already)

Instructions:

1. Add a new e-mail account and click on the advanced button at the bottom of the screen
2. Choose 'CalDAV' from the account options
3. For the user name and password, use your Gmail account information
3. Paste the following web address:
<https://www.google.com/calendar/ical/crestwoodupperschool%40gmail.com/public/basic.ics>
into the 'Server' field
4. Click 'Save'. Events added to the Google Calendar will now show up on your BlackBerry Calendar

Android

Instructions:

1. Follow the Google Calendar instructions to add the school calendar to your Gmail account that is linked to the phone.
2. Events added to the Google Calendar will now show up on your Android Calendar

If you have any questions regarding the adding of the digital calendar to your personal calendar please contact Matthew David by email at matthew.david@crestwood.on.ca or by phone at 416-391-1441 Ext. 61.