

iCal Publishing Directions

1. Finish creating events in your calendar or use a calendar you have already created.
2. Rename your calendar. Make sure the calendar name has no spaces. **The name should be meaningful, as this is the name people will see when they select it. Click on the calendar you want to publish.**
3. Go to the **Calendar** drop down menu and select **Publish** (2nd item down).

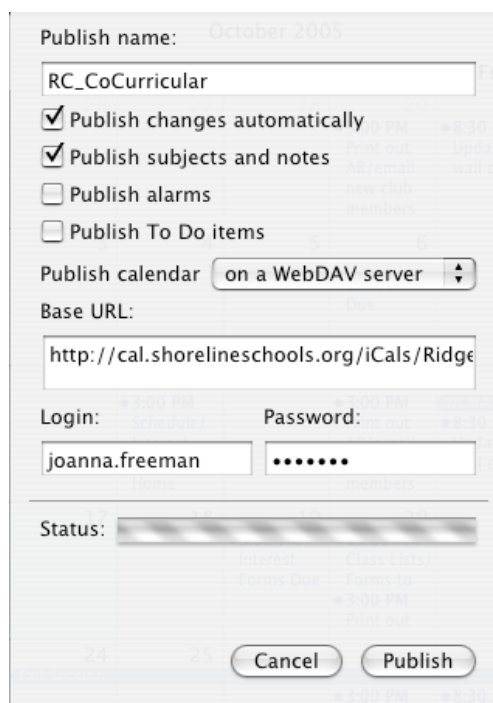
Click the checkbox next to **Publish changes automatically** then select **on a WebDAV server**. Enter in the box:

<http://cal.shorelineschools.org/iCals/yourschoolname/StaffLastName/calendarname>

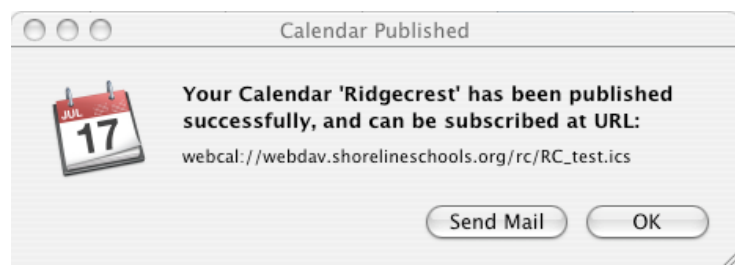
Login = **FirstName.LastName**

Password = **Your district password**

4. Click **Publish**.



5. If it worked, you will receive this message:



5. People can either subscribe to your calendar using the address provided or they can see it on the web by going to:

<http://cal.shorelineschools.org/default.php>

and selecting the school and the staff person's name.