HOW TO SUBSCRIBE TO THE HAA DEPARTMENT CALENDAR

Due to changes to Google calendars, the HAA Department Calendar can no longer display content while embedded in our site. However, you can still gain access to the calendar by subscribing to it through any application that supports the iCal format. Below are instructions on how to configure and Apple iOS device, Apple iCal/Calendar, and Microsoft Outlook.

iOS devices (iPhone, iPod and iPad)
1. Email the following address to yourself:

   https://www.google.com/calendar/ical/haa.harvard%40gmail.com/private-237dfa0daa11453322b0b90c35e6d416/basic.ics

2. Click on the **Settings** icon.
3. Click on **Mail, Contacts, Calendars.**
4. Click on **Add Account…**
5. Click on **Other.**
6. Click on **Add Subscribed Calendar.**
7. Paste the above address in the **Server** field.
8. Click on the **Next** button in the upper right corner.
9. After the device has finished verifying the address click on **Save.**
10. Open the Calendar app to verify the events start to appear (this may take a few minutes).

Apple iCal/Calendar (10.7 - 10.10)
1. Copy the following address:

   https://www.google.com/calendar/ical/haa.harvard%40gmail.com/private-237dfa0daa11453322b0b90c35e6d416/basic.ics

1. Open the Apple iCal/Calendar application.
2. Go to the **File** menu and select **New Calendar Subscription...**
3. Paste the above address in the **Calendar URL** field and click **Subscribe.**
4. On the next screen change the **Auto-refresh** from **No** to **Every 15 minutes** and click **OK.**
5. The events for the department calendar should now begin to display in your calendar.

Microsoft Outlook (Windows)

1. Copy the following address:

   https://www.google.com/calendar/ical/haa.harvard%40gmail.com/private-237dfa0daa11453322b0b90c35e6d416/basic.ics

2. Open Microsoft Outlook and log into your Email account.
3. Go to the **Tools** menu and select **Account Settings...**
4. Click on the **Internet Calendars** tab.
5. Click on **New.**
6. Paste the above address in the available field.
7. Click on **Add.**
8. In the **Folder Name** field change the name from **basic** to **HAA Department Calendar.**
9. Click **OK.**
10. Click **Close.**
11. Click on the **Calendar** tab on the left side of the screen.
12. Under **Other Calendar** section the **HAA Department Calendar** should appear. If the calendar does not display make sure there is a check mark next to the calendar name.