



## Sharing a calendar

One very powerful use of iCal is the ability to share (or publish) calendars. In a school setting, this is very powerful because one person creates the calendar and then others can subscribe to that calendar. This allows teachers to possibly have a myriad of different scheduled events merged into one calendar on their desktop.

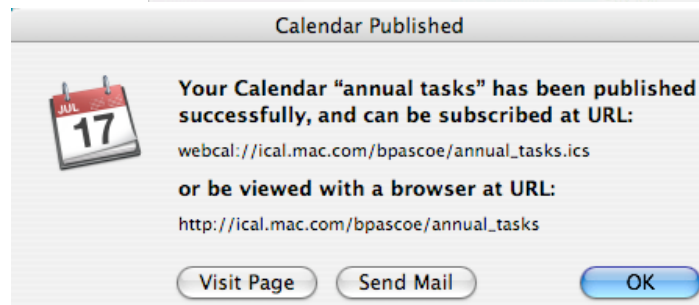
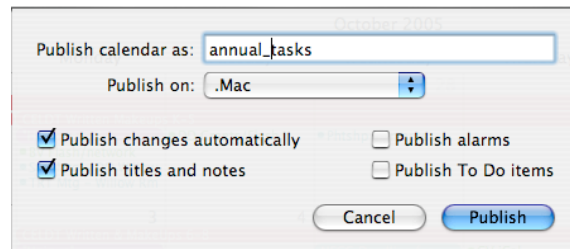
To do this, you need to put your calendar on a server on the Internet (or Intranet). There are a variety of options – some free, some not.

## Publishing to .mac

A very simple option is if you have a .mac account. This costs \$70-100 yr and can be used for a variety of projects other than just calendars.

To place a calendar on a .mac account, your computer must be set up to automatically connect to your .mac account.

1. **Blue Apple > System Preferences.**
2. Click on on .mac.
3. Type in your member name and password.
4. Back in iCal, click on the calendar you want to share.
5. **Calendar > Publish**
6. It is recommended that you choose a web-safe name – no spaces or other punctuation marks



## Publishing to a Private Server

Another option is posting your calendar to a free server or a server owned by the school district (EUSD does not currently have any servers set up this way). Two free private servers are at [www.icalshare.com](http://www.icalshare.com) and [www.icalx.com](http://www.icalx.com).