

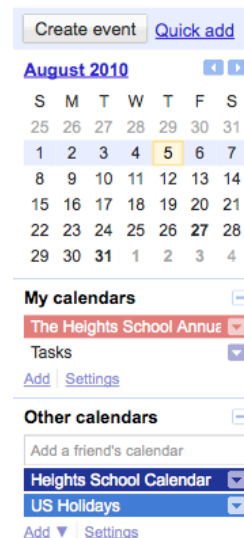
The Heights School

Subscribing to our Electronic Calendar

We use an embedded Google calendar on our website to which you can subscribe electronically. When you subscribe, calendar additions or edits made by the School will automatically appear in your calendar program. We've listed a few ways to sync school events with common calendar applications, phones, and PDAs. Of course, the most recent version of our calendar is always available online at www.heights.edu/calendar.

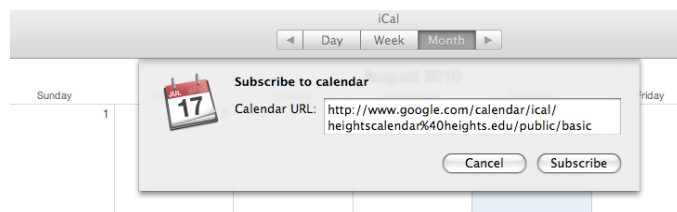
Gmail:

- 1) Sign into your Gmail account
- 2) Find the "Calendar" link in the upper left corner
- 3) In the left column you will see an "Other calendars" box.
- 4) Enter "heightscalendar@heights.edu"



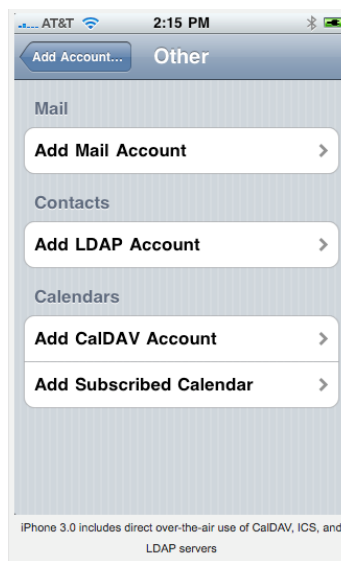
iCal:

- 1) Open iCal
- 2) Select "Calendar" in the menu bar
- 3) Type (do not copy and paste) "http://www.google.com/calendar/ical/heightscalendar%40heights.edu/public/basic"
- 4) Name the calendar and select the settings that best serve your needs



iPhone:

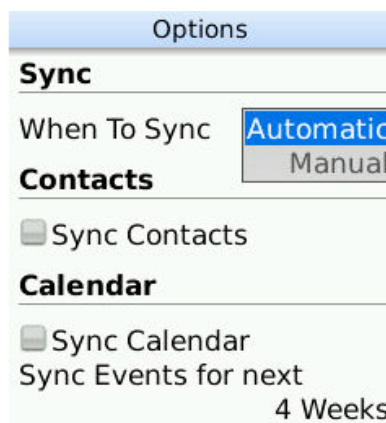
- 1) On the iPhone, select "Settings"
- 2) Select "Mail, Contacts, Calendars"
- 3) Select "Add Account..." under "Accounts"
- 4) Select "Other"
- 5) Select "Add Subscribed Calendar"
- 6) Enter "http://www.google.com/calendar/ical/heights-calendar%40heights.edu/public/basic.ics"
- 7) Select "Next"



Blackberry and other PDA Phones:

**Note: The following directions use a Gmail account as an example. For other email/calendar account types like Yahoo or Hotmail, see below:

- 1) Subscribe to The Heights calendar in Gmail using the directions above
- 2) Install *Google Sync* on your device from <http://m.google.com/sync>
- 3) Click "Download"
- 4) After the program installs, locate the *Google Sync* icon on your phone and fill in your Google account login information
- 5) Click the phone's "Menu" button while in *Google Sync* to bring up a drop down box
- 6) Select "Options"
- 7) Make sure the "Sync Calendar" box is checked, then select "52 weeks" in order to have the entire calendar OR choose whatever time frame best suits your needs
- 8) Scroll down to the "Sync these Calendars" section and click on your account name to make sure the "Heights School Calendar" box is selected
- 9) Save your settings
- 10) Click the "Sync Now" button
- 11) If you need more help visit <http://www.google.com/mobile/sync/>



**If you use Yahoo calendars visit: <http://mobile.yahoo.com/>

**Hotmail calendars does not currently support syncing to Blackberry's or other PDAs

Outlook 2007 and Later:

- 1) Select "File", then "Data File Management"
- 2) Select the "Internet Calendars" tab
- 3) Click "New", then paste
<http://www.google.com/calendar/ical/heightscalendar%40heights.edu/public/basic.ics>
- 4) Click "Add"