**Directions for adding the class calendar to your mobile phone calendar.**

**Iphone**

Step 1

Using your Iphone go to the class website and copy this link.

<https://calendar.google.com/calendar/ical/longwoodschools.org_classroom01d24e8d%40group.calendar.google.com/public/basic.ics>

Step 2

Tap the “Settings” icon, then scroll down and select “Mail, Contacts, Calendars.”

Step 3

Tap “Add Account” and select “Other.”

Step 4

Select the “ Add Subscribed Calendar” option at the bottom, and paste the link you copied above then click “Next.” Then hit save.

\*\*\*If the calendar is not showing up on your phone calendar try the following: Open your calendar app and click on the “calendars” button on the top left of your screen. Scroll down until you see “subscribed” and make sure there is a check next to important announcements.

**Google/Android Phone**

<https://calendar.google.com/calendar/ical/longwoodschools.org_classroom01d24e8d%40group.calendar.google.com/public/basic.ics>

Step 1

In the calendar section of your Gmail/Google Apps account there is a list on the left of calendars available to view.

At the bottom right of that list is the word “Add.”

Step 2

If you click this word and select “Add by URL” you can cut and paste the link from above. Ignore the checkbox about making it publicly available

If you are using an Android phone this calendar will then sync to your Android phone, providing the account you add the calendar to is the account that you sync to your Android phone.