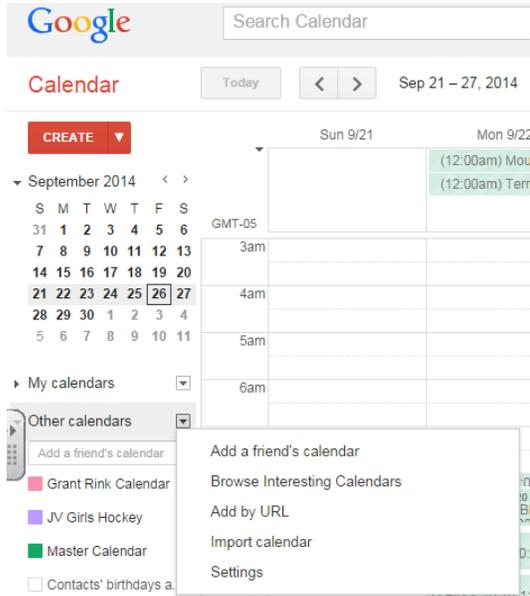


SUBSCRIBING TO THE MASTER CALENDAR ON AN ANDROID PHONE

Subscribing

1. Using your web browser, open up google calendars in the desktop version. (This can be done on your phone, but is easier on a computer.)
2. 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 of that list is a group called **“Other Calendars”**
3. Click the down arrow next to **“Other Calendars”**



4. Select **Add by URL**
5. Copy and paste the link below. Ignore the checkbox about making it publicly available.

<http://outlook.lacademy.edu/owa/calendar/c9d56c98560942a087174a2286e74987@lacademy.edu/67265214e1c74413a34744d12c51391e12233487709012127195/calendar.ics>

6. 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! (It will just be called “Calendar” unless you click on the down arrow next to it, click on “calendar settings” and change the name)

To view a calendar

1. On your Android phone select the **calendar app**
2. Click the **left (menu) button** 
3. Click **Sync**
4. Click the menu button again 

5. Click **Calendars**
6. Click **Display** at bottom of screen
7. Click the **Master calendar (or whatever it is named)** so a check appears next to it
8. Click **Done**
9. View the calendar in the regular calendar view

To deactivate the Block calendar on your Android phone

- Go to **Menu -> Calendars**
- Click on **Display**
- Uncheck the Block calendar

To permanently delete Block calendar from your Android phone

- Log into Google on your computer
- Go to your Google Calendar
- Click the down arrow next to **Other calendars**
- Click on **Settings**
- The calendar settings window will then open. All subscribed calendars will be listed, and users can click on **Unsubscribe** (all the way to the right) to unsubscribe from the Block Schedule Calendar.