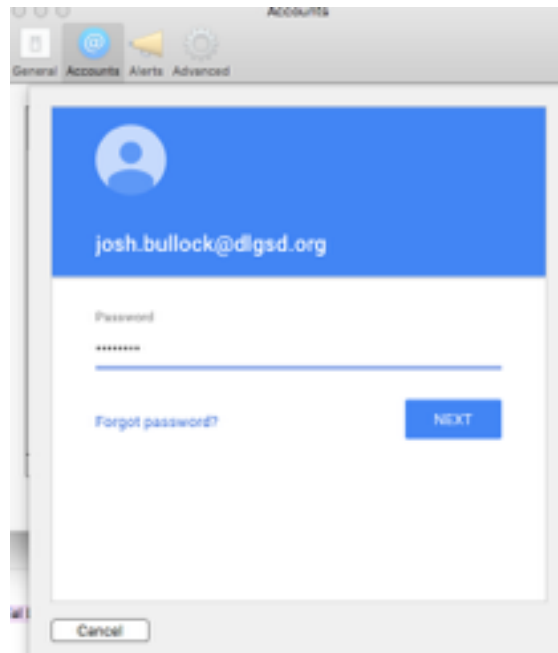


Technology

Supporting multiple learning modalities for using technology and distance learning as a tool in your classroom, school, district and life.

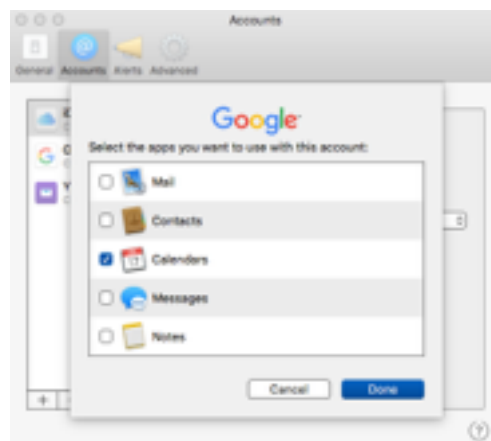
TECH Byte: SUBSCRIBING TO GOOGLE CALENDARS

1. Open Apple iCal, go to Preferences and then the Accounts tab.
2. Click on the + button to add an account.
3. In the box that pops up, select Google for the Account Type and Enter your google Docs email and password.



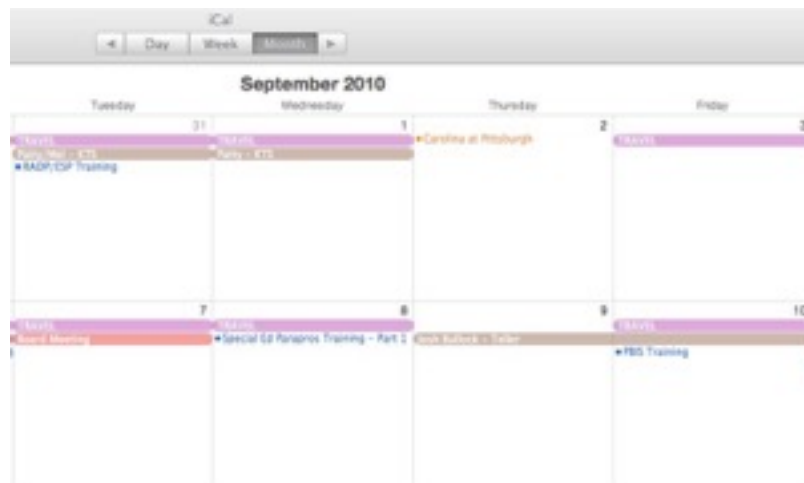
4. Click Create
5. Select just the Calendar option for syncing.

Note: This takes ~30 seconds to refresh



You won't be able to invite or email guests to Google Calendar events within iCal if your address is not in your Address Book.

Your Google Calendar will now appear in iCal's list of calendars, and changes you make to your Google Calendar in iCal will be reflected when you sign in to Google Calendar.



Event information will automatically refresh every five minutes. You can change this interval by opening the iCal > Preferences > Accounts menu and selecting a new refresh interval under the 'Refresh calendars' drop-down. Keep in mind you can also force a refresh by selecting a calendar and pressing the Apple and R keys at the same time.