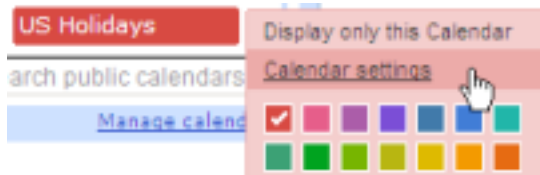


This tutorial shows you how to set up your **Outlook calendar** on your PC, to be updated with events from one or more of Crawley Baptist Church's calendars. Currently this functionality is not supported in Microsoft Outlook Express.

The process is called 'subscribing' to a calendar, which means that your Outlook calendar will check with the church calendar(s) and update your calendar accordingly. Once you have set it up you need do no more – it will be kept up-to-date automatically!

Step 1: Click the drop down arrow next to the Calendar name that you want to synchronize with Outlook 2007 and choose "Calendar Settings"

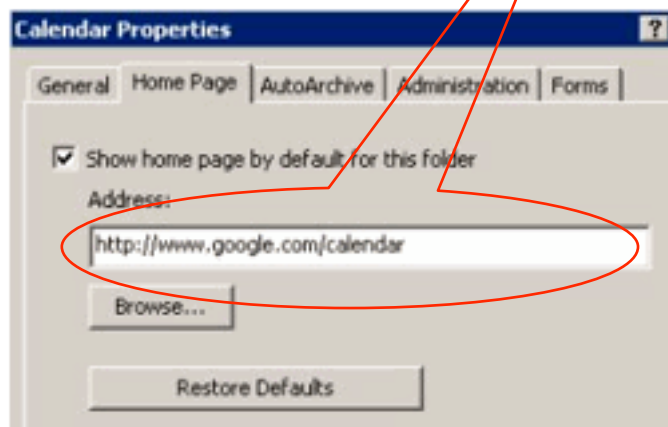


Step 2. Right Click the Green icon that says "ICAL" and choose "Copy Link Location". Alternatively you can click the ICAL icon and copy the URL to clipboard that appears in the popup dialog.

Step 3. Now in Outlook, choose Tools - Account Settings and click the Internet Calendars tab.

To get the Address you need, look at the list of calendars below and select the one you wish to subscribe to. Then with your mouse/pointer select the whole of the long URL (starting with http:// and ending with .ics) and copy and paste it into the box.

Click Add.



The Internet Calendar is now part of your Outlook Send/Receive group and whenever you press F5, Outlook will synchronize it's content with the online Google Calendar.

Remember that it's only a one-way data transfer. New events added to Outlook won't be published to the church's Google Calendar.

You can select or de-select any calendar to show/hide it from your calendar view.

The available calendars are listed here with the URL under each heading:

Calendar Name	Address (URL)
Church events	http://www.google.com/calendar/ical/rah3e5jnvu316gblakel7i5qr0%40group.calendar.google.com/public/basic.ics
Women's events	http://www.google.com/calendar/ical/79cmi16r08p457h1fch1h8bor0%40group.calendar.google.com/public/basic.ics
Men's events	http://www.google.com/calendar/ical/0f8rororr369dm7ovgclga831o%40group.calendar.google.com/public/basic.ics
Special Events	http://www.google.com/calendar/ical/2367lpejb08ba7m6m0435bi148%40group.calendar.google.com/public/basic.ics
Children & Youth	http://www.google.com/calendar/ical/puke3nk9umnf3s79oa08evpe5o%40group.calendar.google.com/public/basic.ics
Deacons	http://www.google.com/calendar/ical/oflphkf8vg6epvj8ga1lsa rehs%40group.calendar.google.com/public/basic.ics
Team Meetings	http://www.google.com/calendar/ical/i6i0vup35a6u3md7obts3b51pg%40group.calendar.google.com/public/basic.ics
Community Events	http://www.google.com/calendar/ical/h2sc5h31nkijndep7450fdbn4g%40group.calendar.google.com/public/basic.ics
Small Groups	http://www.google.com/calendar/ical/06c6g1jsl6dq8np1la2b2vc74g%40group.calendar.google.com/public/basic.ics

If you want to add a number of calendars then repeat this procedure over again for each calendar.