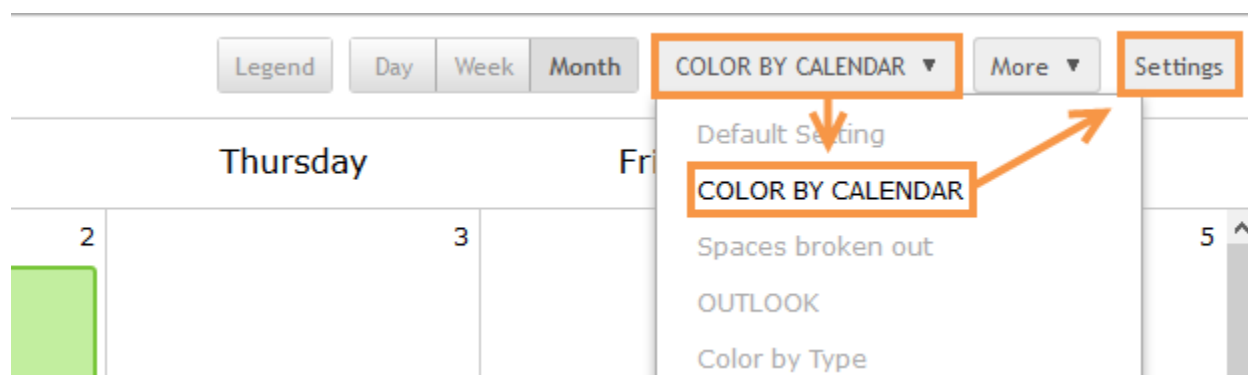# Activating ebSync for Google Calendar, Outlook and iCal
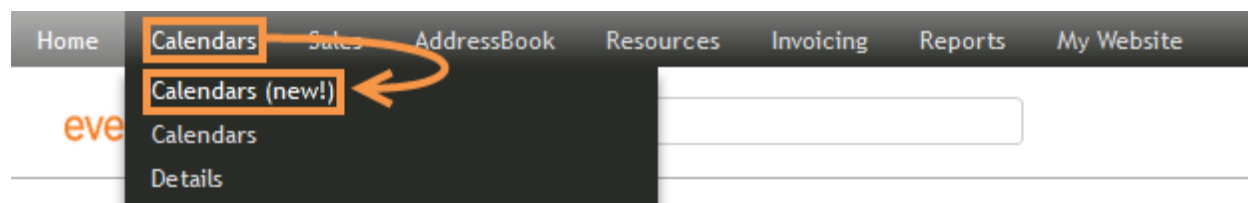
Updated: November 11, 2013

## General Steps

1. Hover over **Calendars**.
2. Click **Calendars (new!)**.



3. Select the calendar profile you would like to sync to your third-party service.
4. Click **Settings**.

5. Click **Publishing**.

6. Select the date range that you would like to sync. We recommend the last 30 days to the next 90 days.

7. Select whether you would like all calendars or a previously added calendar shortcut to sync.

8. Click **Save**.



9. The previous step will take you out of settings, so click **Settings** again.

Please continue with the appropriate steps for your desired third-party calendar service:
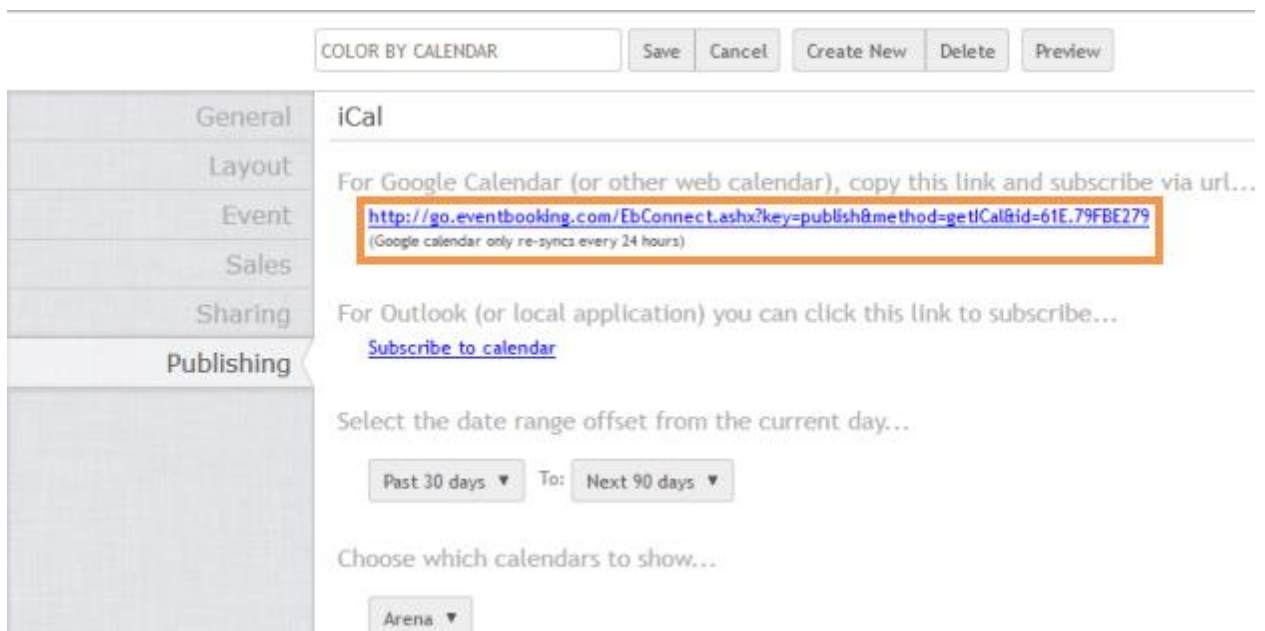
- Google Calendar
- Outlook
- iCal

## Google Calendar
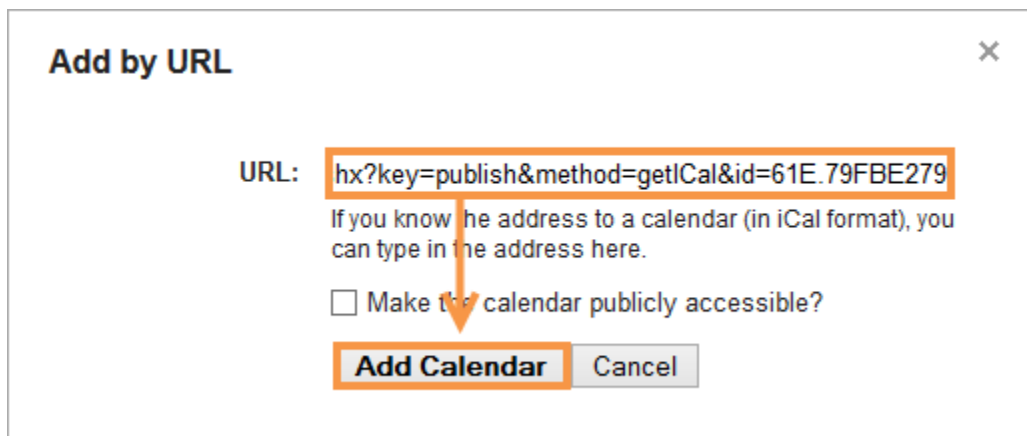
10. Copy the URL under **For Google Calendar...**
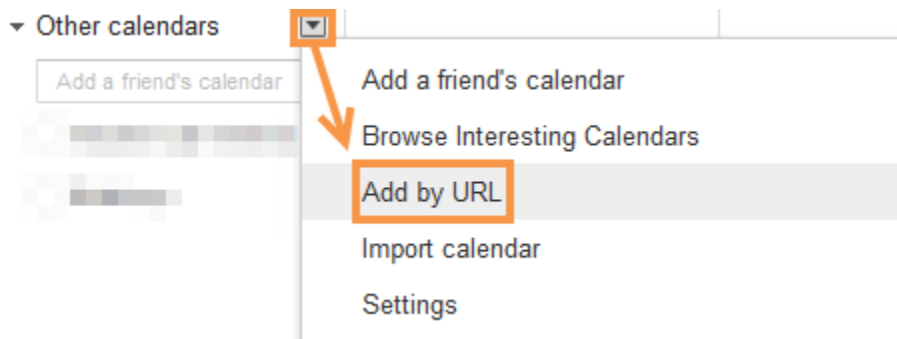


11. In Google Calendar, click the little arrow box next to **Other calendars**.
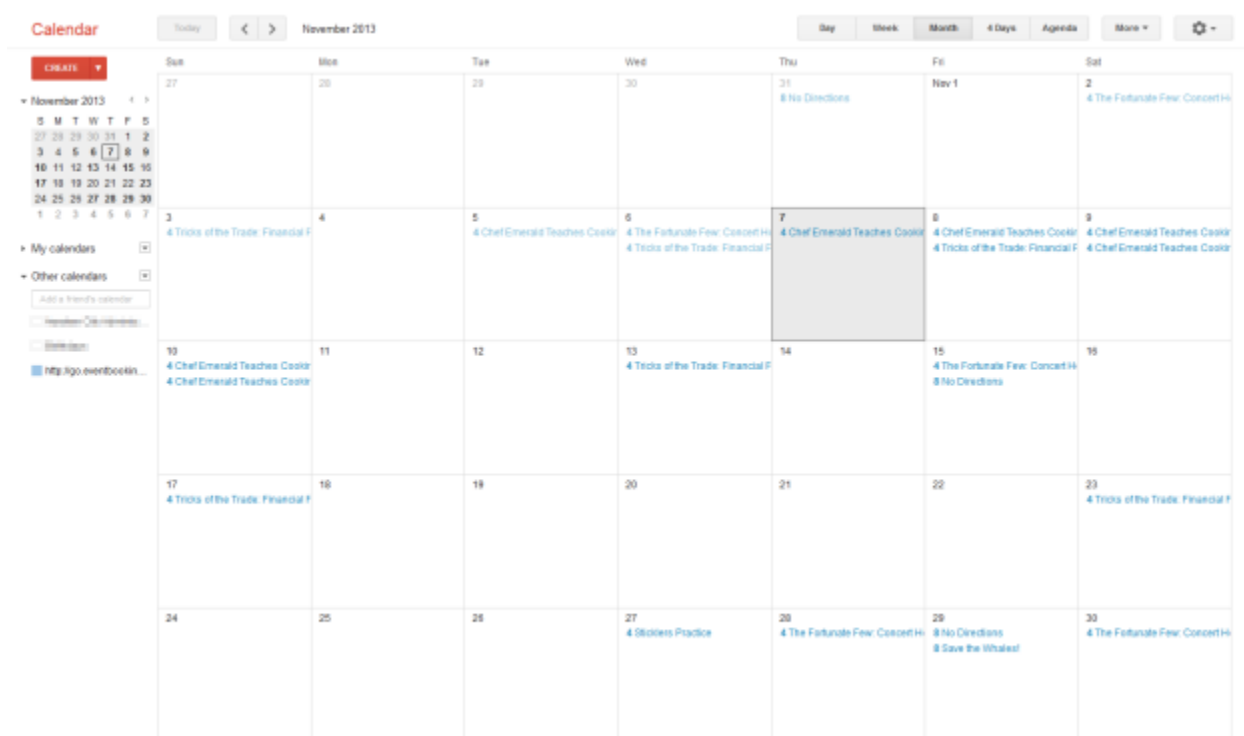12. Click **Add by URL**.

13. Paste the URL from step 10 into the **URL** field.
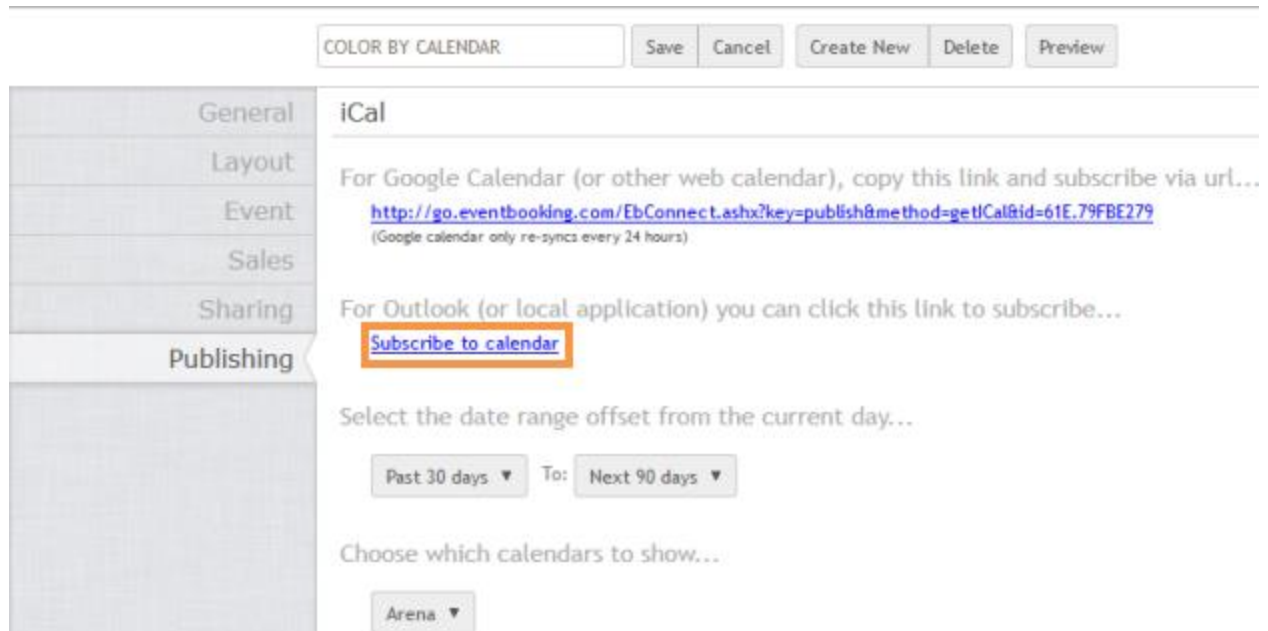
14. Click **Add Calendar**.



Your EB calendar is now synched to your Google Calendar. Please not, Google Calendar will re-sync your calendar once every 24 hours and will only import events from the date range selected in step 6.
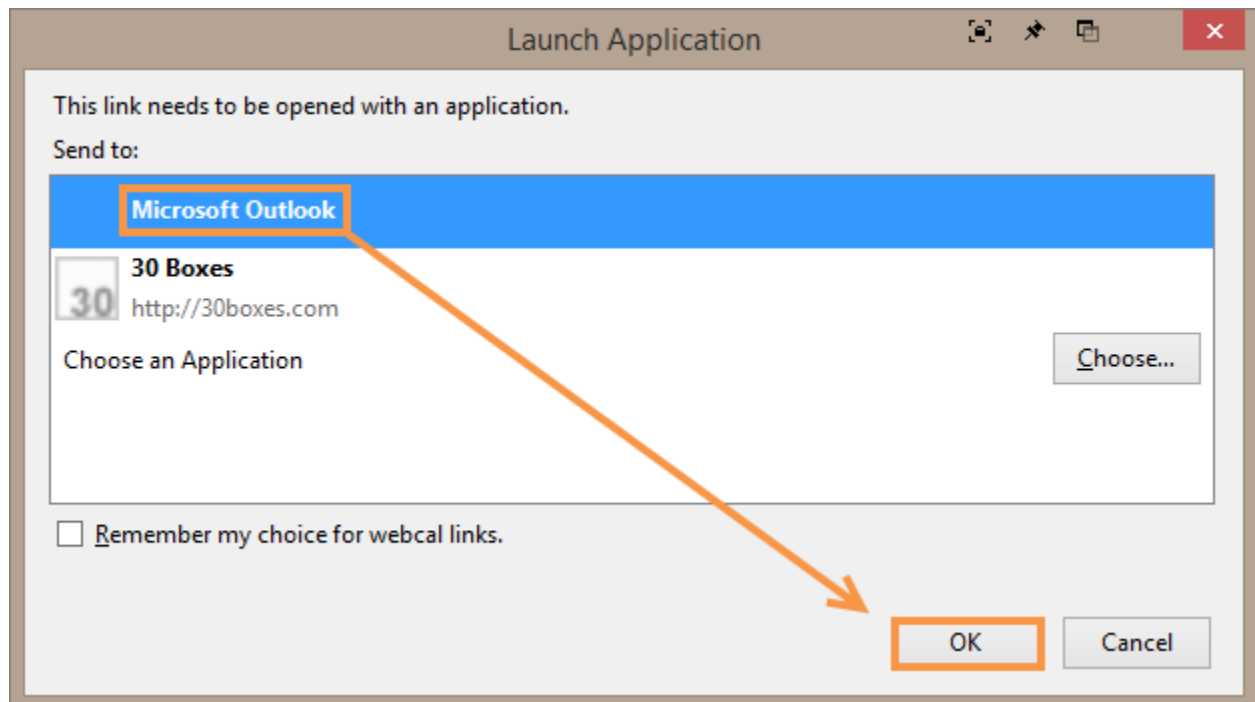
**Outlook Calendar**

10. Click **Subscribe to calendar**.



11. Make sure **Microsoft Outlook** is selected in the *Launch Application* window.
12. Click **OK**.

13. Click **Yes**.



Your EB calendar is now synced to your Outlook calendar. Please note, Outlook will re-sync with your EB calendar every time you receive an email and will only import events from the date range selected.
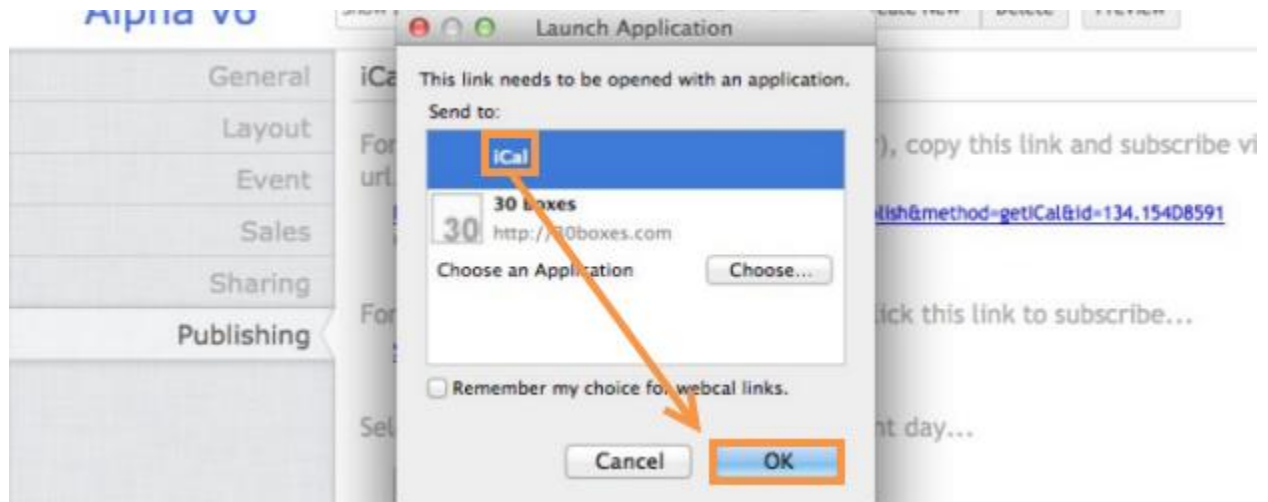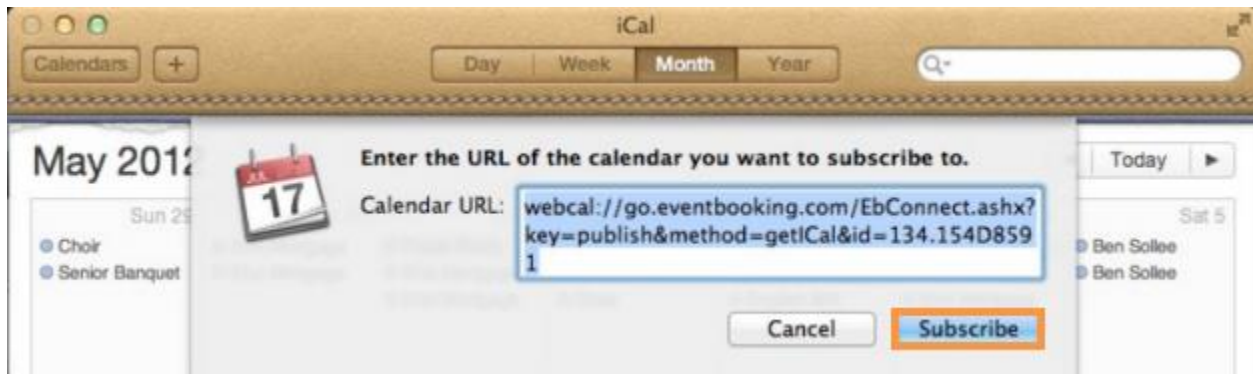
## iCal

10. Click **Subscribe to calendar**.
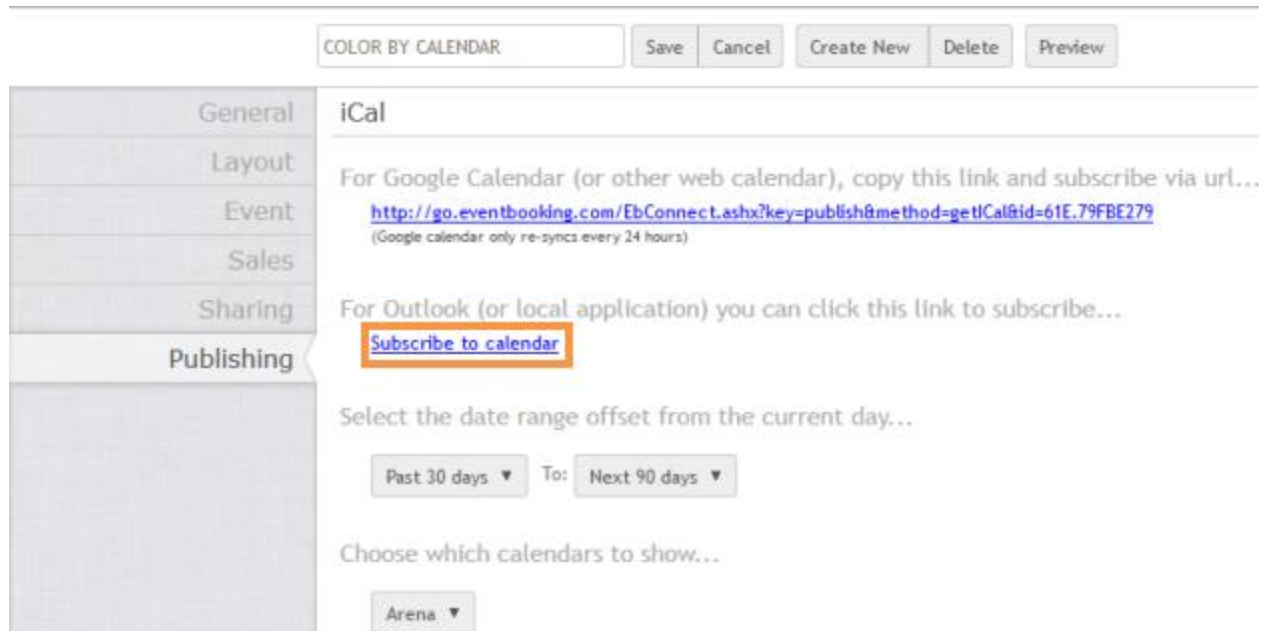


11. Make sure **iCal** is selected in the *Launch Application* window.
12. Click **OK**.

13. Click **Subscribe**.



Your EB calendar is now synced to iCal. Please note, iCal will only import events from the date range selected.