How to sync NECSTLab calendar to yours

Note : you need a google account

- Go to <u>http://necst.it/calendario/</u>
- Click on "See more details" of the first event





• You will be redirected to a google calendar page



• Move the pointer on the contact image of "NECSTLab"

• Click on "Add to contacts" and then on "Edit contact"; you will be redirected to a page like this

≡ Google Contacts	Q Search
 Google Contacts Contacts Frequently contacted Duplicates Labels Create label More Settings Send feedback Help Go to the old version 	Image: Control Image: Contro Image: Control Image:

- Copy the "name" of the contact, it should be like this: <u>ir995hjijtv88ktfcfaf0s12gk@group.calendar.google.com</u>
- Go back to your Google Calendar page
- Paste the link you copied in the "Add friend's calendar" box and press Enter and you are done!
- If you can't see the "NECSTLab" calendar on your calendar app (not the web app) follow this steps:
 - o Go to https://calendar.google.com/calendar/syncselect
 - Check the NECST Lab box
 - Click on the "Save" button in the bottom right corner
 - Now you should have NECSTLab calendar in your calendar app