

How to subscribe to a Calendar (Wiki)

Question How do I subscribe to a Wiki Calendar?

Answer First of all, choose which Wiki calendar(s) you want to subscribe to. To do so, click on the Calendar tab at the top of any of your Wiki pages.

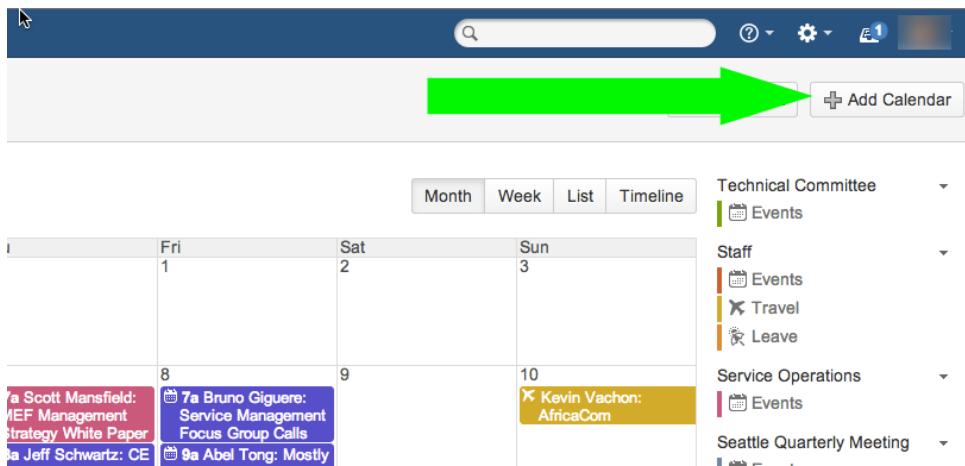
(click to enlarge)

The screenshot shows the 'Calendars' page on the MEF Wiki. At the top, there are navigation tabs for 'Month', 'Week', 'List', and 'Timeline', with 'Week' selected. Below the tabs is a calendar grid for November 2013. The grid shows events for each day, such as '8a Carsten Rosenhoevel: MEF DACH (German-Speaking Countries)' on Monday, '7a Support Call' on Tuesday, and '8a Cloud Focus Group Call' on Wednesday. A sidebar on the right lists various categories, each with an 'Events' icon, including 'Technical Committee', 'Staff', 'Service Operations', 'Seattle Quarterly Meeting', 'Public Events', 'Projects Calendar', 'Marketing Committee', 'FMS', and 'CloudEthernet'.

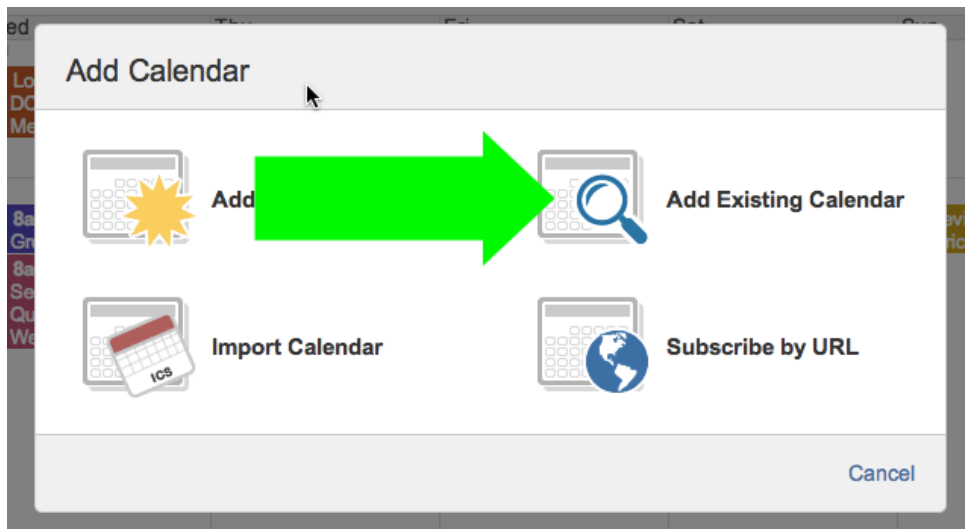
See which calendars you already have available to you

This screenshot is similar to the previous one, but it highlights the sidebar on the right. A large green arrow points from the calendar grid towards the sidebar, indicating that users should check which calendars they already have available. The sidebar lists categories such as 'Technical Committee', 'Staff', 'Service Operations', 'Seattle Quarterly Meeting', 'Public Events', 'Projects Calendar', 'Marketing Committee', 'FMS', and 'CloudEthernet', each with an 'Events' icon.


If you can't see the calendar you want, then add it by clicking on the Add Calendar button at the top right

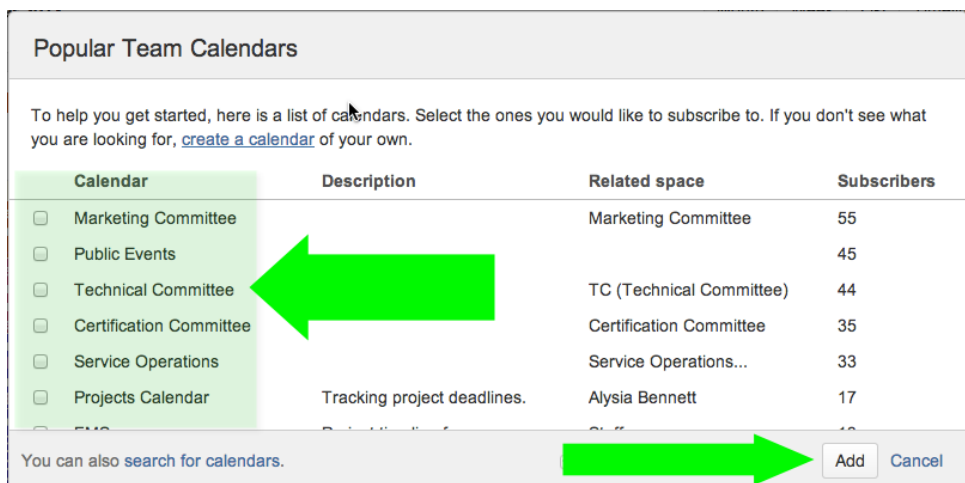


Then select Existing Calendar



and then choose the calendars you want to subscribe to in the Wiki and click Add.

 You will not be able to see some calendars if you don't have access privileges for them (similar to Spaces and Pages in the Wiki) You might be able to gain access simply by joining the relevant group(s) - see [How do I join or leave MEF Wiki user groups \(Wiki\)](#).



Now the calendar will appear on the right side of the page.

You will now be able to view all the events in the calendar(s) you have chosen.

Related