

Syncing Calendar with .ics Files

A free PDF appendix for “iPad: The Missing Manual, 7th Edition”

The .ics format (also called iCalendar format) refers to standard calendar-data storage files, frequently used to share sets of appointments among different kinds of computers and calendar apps. Most calendar programs can import them, including Google Calendar, Microsoft Outlook—and the Calendar app on the iPhone.

Lots of Web sites offer .ics files that you can “subscribe” to—sports-team schedules, company events, international holidays, and so on—so that your calendar gets filled in automatically with these dates, times, and even to-do items. If those schedules change online, your copy gets updated automatically.

If the .ics file uses what’s called the CalDAV format, then **you** can make changes, too. (The alternative—the ones whose addresses begin with http—are read-only; you can’t change them.)

An .ics file usually looks like a Web address—for example, <https://www.tripit.com/feed/ical/1955938F-E697CCAB/tripit.ics>. You might spot one on a Web page, or someone might email one to you.

If an .ics calendar address came to you by email, just tap the address with your finger. The iPad offers to add the calendar to your Calendar app automatically.

If you’ve snagged an .ics address in some other way, you can also do the job manually. Open **Settings**→**Mail, Contacts, Calendars**→**Add Account**→**Other**→**Add Subscribed Calendar**. Paste in the .ics address.

In each case, the subscribed calendar now appears with its own color and name among the categories calendars in the Calendar app.