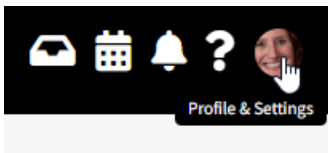
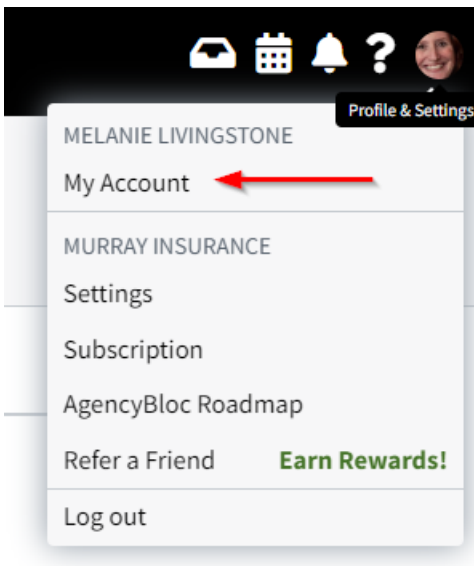


Agencybloc Calendar Sync

In Agencybloc go to your profile:



Click on My Account:



Scroll down to find Activities Calendar Feeds -this is the link you will need to copy and paste into your Outlook/Other Calendar. Read Instructions in Agencybloc help link [HERE](#) or below:

Activities Calendar Feeds

 My Activities https://app.agencybloc.com/activity_feed.ashx?a=oKYjc0bW_YL5yJ9qS3ozO12Ypgw6xEQ2

Subscribing to your Activities iCal Feed

Finding your iCal Feed URL

Your Activities Calendar feeds can be found in My Account will look like this:

Activities Calendar Feeds

My Activities

[https://app.agencybloc.com/activity_feed.ashx?
a=M5uef8u3_wiezKIGN5zLsxi6fj4UV6A2](https://app.agencybloc.com/activity_feed.ashx?a=M5uef8u3_wiezKIGN5zLsxi6fj4UV6A2)

My Team's Activities

Team 1 - [https://app.agencybloc.com/activity_feed.ashx?
a=M5uef8u3_wiezKIGN5zLsxi6fj4UV6A2_7AU0zrFrVLIN0LqVUV-znQ2](https://app.agencybloc.com/activity_feed.ashx?a=M5uef8u3_wiezKIGN5zLsxi6fj4UV6A2_7AU0zrFrVLIN0LqVUV-znQ2)

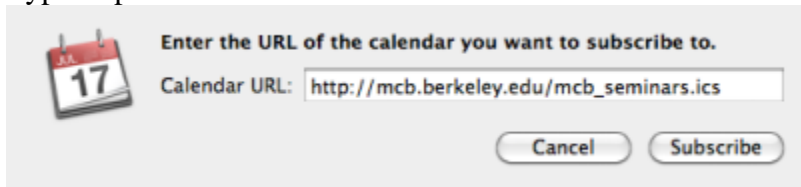
To learn how to subscribe to a calendar feed, check out this [help article](#).

How to Subscribe in Different Calendars

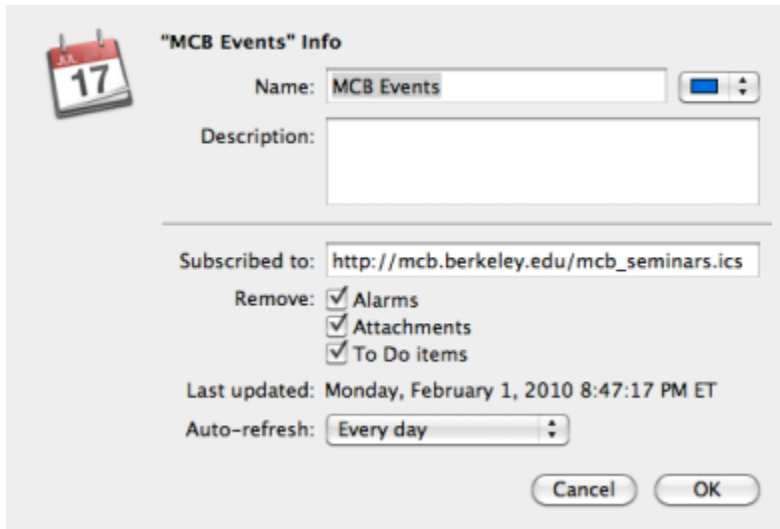
Apple Calendar

To subscribe to an iCalendar feed using Apple's Calendar program:

1. Open the Calendar program (in Applications)
2. From the **File** menu select **New Calendar Subscription**
3. Type or paste one of the two feed URLs above into Calendar URL field then click Subscribe



4. Change the name and color (optional) and update the **Auto-refresh** frequency to **Every day**(important!), then click OK



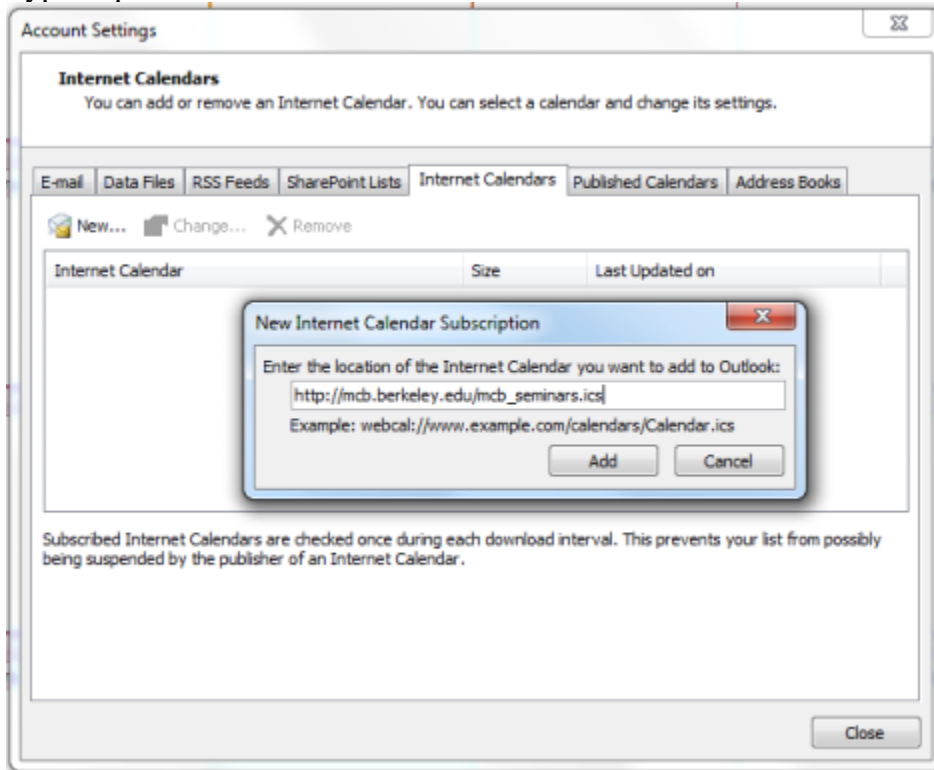
5. The events should now appear in your calendar

Microsoft Outlook 2007

To subscribe to an iCalendar feed using Outlook:

1. From **Tools** menu select **Account Settings**
2. Click on the **Internet Calendars** tab
3. Click the **New** button

4. Type or paste one of the calendar URLs above then click **Add**



5. In the Subscription Options dialog box, you can optionally rename the calendar. Make sure the box is checked in the Update Limit section.

Microsoft Outlook 365 (2013)

1. In **Outlook**, click File > Account Settings
2. On the Internet Calendars tab, click **New**.
3. Paste the Internet Web address you copied, by pressing CTRL+V, and click Add.
4. In the Folder Name box, type the name of the calendar as you want it to appear in Outlook, and then click OK.

When you start Outlook, it checks the internet calendar for updates and downloads any changes. If you keep Outlook open, it also periodically checks for and downloads updates depending on how often the other service tells Outlook to check for updates.

Note: *Internet calendars cannot be edited. They are read-only.*

Microsoft Outlook 2016

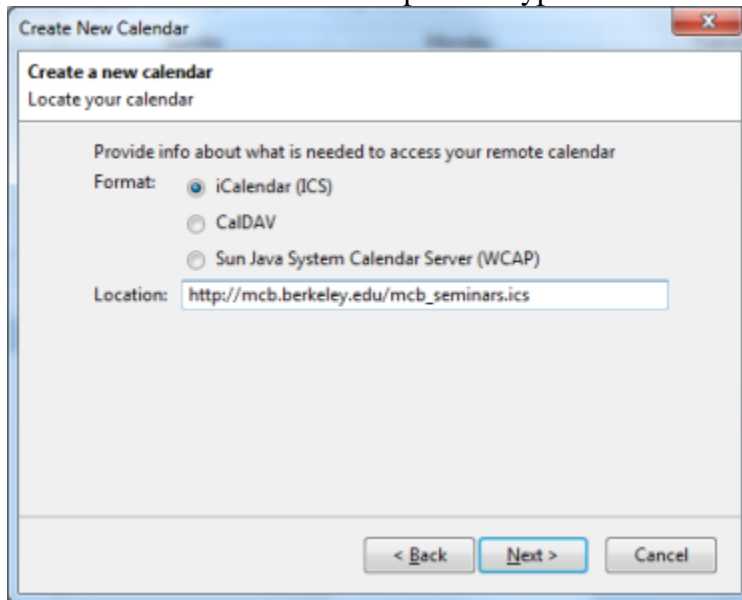
1. Go to Outlook 2016 > Go to the **Calendar**
2. Next, go to the **Home** Tab in Outlook 2016 and click the "Open Calendar" drop-down. Select "From Internet"
3. Paste your iCal URL into the field. Click **OK**.
4. Click "Yes" that you want to add this calendar to outlook and subscribe to updates.

You can view your calendar side by side or in "overlay mode" via View Tab > Click "Overlay Mode". Note, internet calendars cannot be edited. They are read-only.

Mozilla Lightning

Lightning is a calendar plugin for the popular email client Mozilla Thunderbird. You can add an iCalendar feed as follows:

1. From the **File** menu in Thunderbird select **New -> Calendar**
2. Choose **On the Network** and click **Next**
3. Choose **iCalendar** format and paste or type the calendar URL from above in **Location**, then click **Next**



4. Optionally change the Name, Color and notification option then click **Next** then **Finish**
5. You can set the refresh frequency in Tools->Options->Lightning->General->Refresh Settings. Once or twice a day is sufficient.

Google Calendar

To subscribe to an iCalendar feed using Google Calendar, go to 'settings', and click on 'Calendars'. From here look for the 'Other Calendars' section:

1. In the far right column, click on the 'Browse interesting calendars' link. On the right side under 'More Tools' choose 'Add by URL'

More Tools

[Add a coworker's calendar](#)

[Add by URL](#)

[Import calendar](#)

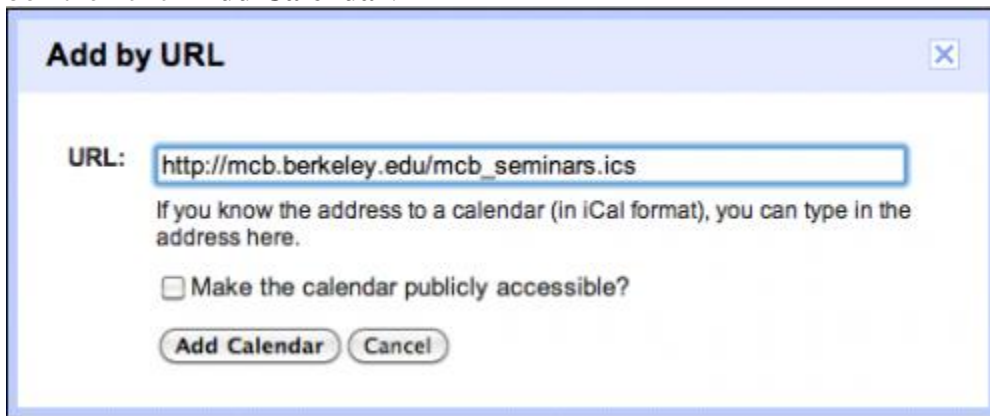
[Create a calendar »](#)

[Manage calendars »](#)

Other Calendars Calendars I can only view

[Browse interesting calendars »](#)

2. Enter the URL provided in the iCal feed section of your 'My Account' under 'My Activities' in the dialog box then click **Add Calendar**.



3. You are all set! Some operating systems take awhile to sync, while others are instantaneous.

Sync Questions & Issues

How do I force Google Calendar to refresh iCal more frequently? Can I choose a refresh frequency?

Many have asked this question before and to be honest, there really isn't a good answer. Sorry! Google does not currently allow for refresh frequency in Google Calendar, bummer, I know. For more details from Google, check out [this article](#) on the Google product discussion forums.
