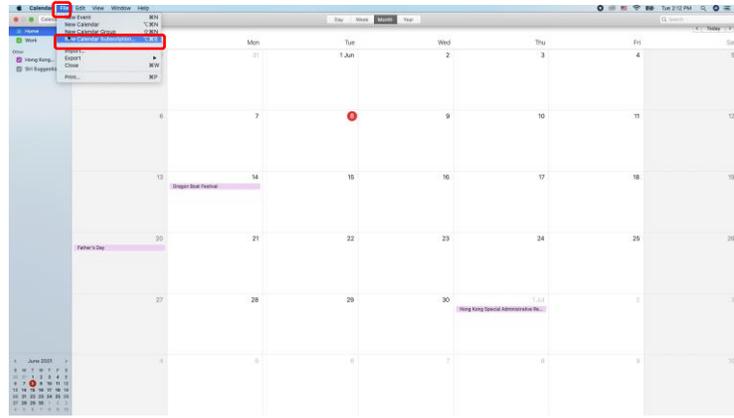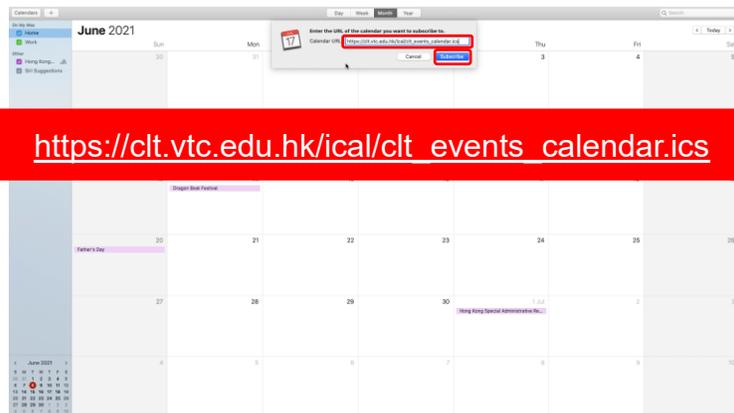**Centre for Learning and Teaching**
Subscription Guide to CLT Activities iCal for MacOS Users

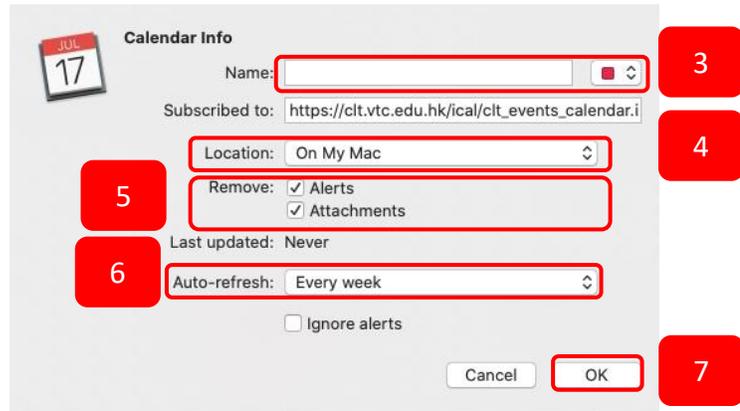To subscribe to iCal in MacOS devices, please take the following steps:

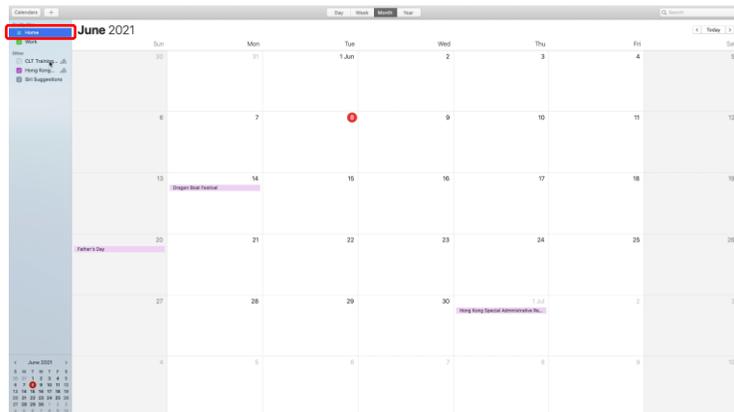1. In Calendar, choose "File" and then "New Calendar Subscription".

2. Enter the URL (https://clt.vtc.edu.hk/ical/clt_events_calendar.ics) and click "Subscribe".

https://clt.vtc.edu.hk/ical/clt_events_calendar.ics

3. Enter a name for the calendar and choose a colour to help you identify our iCal on your calendar.

4. Opt for "iCloud" if you would like to view the calendar in all devices set up with the account. Otherwise, opt for "On My Mac".

5. Uncheck "Alerts" and "Attachments" if you would like to receive alerts to our activities.

6. Choose your preferred Auto-refresh intervals.

7. Click "OK" to confirm settings.

8. Check the newly added calendar shown on the left. Done.

Note: If you have any troubles during subscription, you may visit Apple website at https://support.apple.com/en-hk/HT202337 or contact CLT staff.

****END****