Synching DonsApps Faculty/Staff Calendar to the iPad for IOS 10

Getting Started
To sync with your device, follow these steps:
1. Open the Settings application on your device's home screen.
2. Open Calendar.
3. Select Other.
4. Select Add CalDAV Account.

| Open the Settings application on your device's home screen. | Select Other. | Select Add CalDAV Account. |
5. Enter your account information:
   In the **Server** field, enter **www.google.com**
   In the **Username** field, enter: **Your full myUSF email address**
   In the **Password** field, enter your myUSF Account password.
   In the **Description** field, enter the name you'd like to appear on the account.
6. Select **Next** at the top of your screen.
7. After you've completed setup, open the Calendar application and syncing will automatically begin.

By default only your primary calendar will be synced to your device. You can sync additional created and shared calendars with the following steps:

Follow these steps to add any created or shared calendars:
1. Login to myUSF.
2. Select the link for **Calendar** from the **FavApps** menu to access your DonsApps account.
3. Next open up a new tab or window in your web browser and enter the following address: [https://www.google.com/calendar/hosted/usfca.edu/iphoneselect](https://www.google.com/calendar/hosted/usfca.edu/iphoneselect) to access the calendar sync page.
4. Now you should see a list of calendars both created by you and shared to you. Check the boxes for the calendars you would like to sync to the iPad.

5. Click **Save** to finish the process.

The selected calendars will display on your iPad at the time of the next sync.