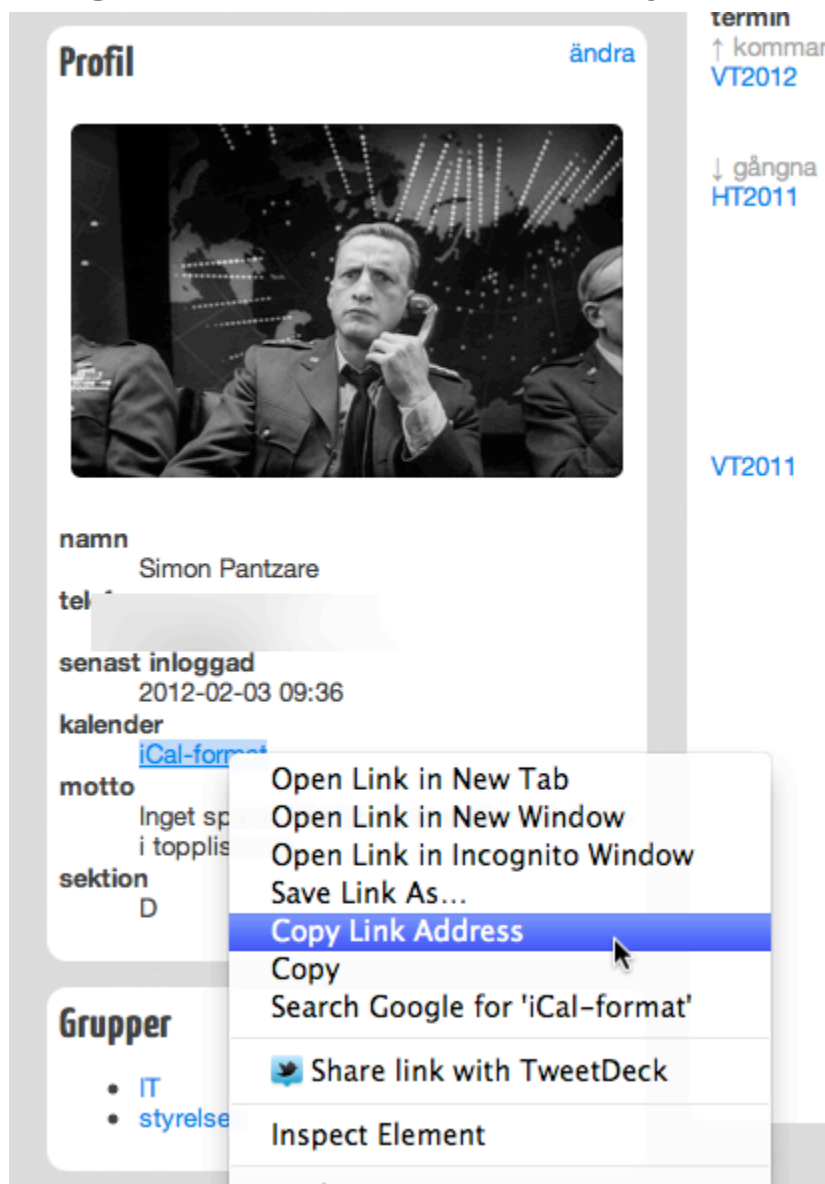


Importera jobb- och jourpass till kalenderprogram

Den här guiden går igenom hur man importerar sina jobb- och jourpass till en Google-kalender. Det funkar på liknande sätt i andra kalenderprogram.

Steg 1: Hämta adress till baljankalendern



The screenshot shows a user profile page. On the left, under the 'Profil' header, there is a profile picture of a man in a suit. Below the picture, the name 'Simon Pantzare' is listed. Further down, the 'kalender' section contains a link labeled 'iCal-format'. A right-click context menu is open over this link, with the option 'Copy Link Address' highlighted. To the right of the profile, there is a 'termin' section with a list of terms: '↑ komman VT2012', '↓ gångna HT2011', and 'VT2011'.

Profil [ändra](#)

termin
↑ komman
VT2012

↓ gångna
HT2011

VT2011

namn
Simon Pantzare

tel
[redacted]

senast inloggad
2012-02-03 09:36

kalender
[iCal-format](#)

motto
Inget sp
i topplis

sektion
D

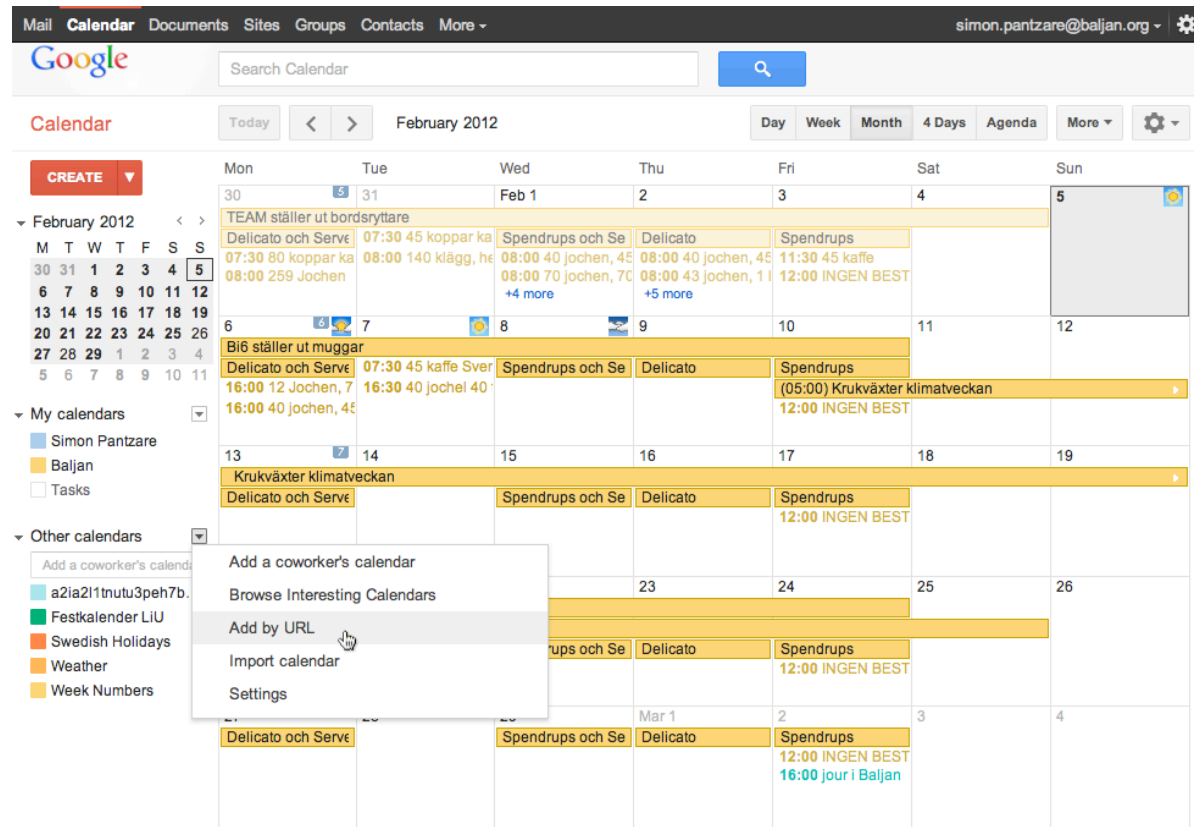
Grupper

- IT
- styrelse

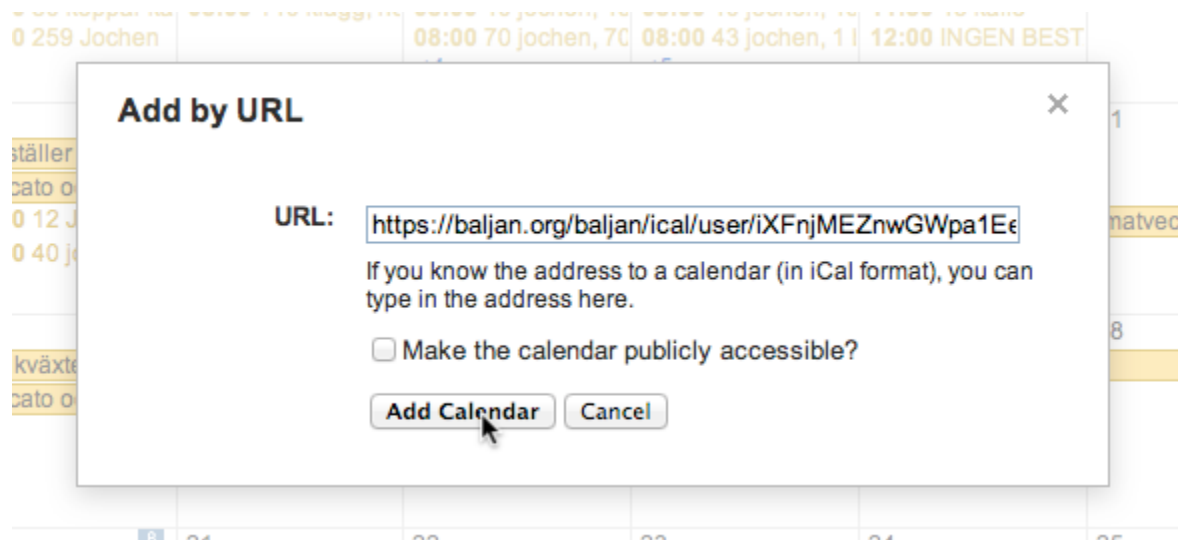
Open Link in New Tab
Open Link in New Window
Open Link in Incognito Window
Save Link As...
Copy Link Address
Copy
Search Google for 'iCal-format'
Share link with TweetDeck
Inspect Element

Gå till [profilsidan](#). Högerklicka på länken till iCal-kalendern och kopiera adressen.

Steg 2: Importera till Google-kalender



Gå till en Google-kalender. Klicka fram menyn till *Other calendars* och välj *Add by URL* (sv. *Andra kalendrar* och *Lägg till webbadress*).



Klistra in adressen från steg 1 för att lägga till kalendern.

Det kan ta ett tag för dina jobb-/jourpass att dyka upp. Om du skulle byta jobbpass så tar det också några timmar innan det uppdateras i Google-kalendern.

2	3
Spendrups	
12:00 INGEN BEST	
16:00 jour i Baljan	

Så här ser det ut i kalendern när dina pass har importerats.

Steg 4: Påminnelser (valfritt)

The screenshot shows a calendar application interface. On the left, there is a sidebar with a calendar view for February 2012 and a list of calendars under 'My calendars' and 'Other calendars'. The 'Baljan' calendar is highlighted in orange. A context menu is open over the calendar, showing options: 'Display only this Calendar', 'Hide this calendar from the list', 'Calendar settings' (which is highlighted with a mouse cursor), and 'Notifications'. Below these options is a color selection grid with 16 colored squares. The main calendar area displays events for the selected date, including 'TEAM ställer ut bordsryttare', 'Delicato och Serve', and 'Spendrups och S'.

Gå till inställningarna för kalendern.

[Calendar Details](#)

Notifications

[« Back to calendar](#)

Event reminders:

Unless otherwise specified by the individual event.

No reminders set


[Add a reminder](#)

Choose how you would like to be notified:

Email

SMS

New events:

 You won't receive an email notification when somebody invites you to an event. [Learn more](#)

☐☐

Changed events:

Receive a notification when someone sends an update about a changed event.

☐☐

Canceled events:

Receive a notification when someone sends an update about a cancelled event.

☐☐

Event responses:

Receive a notification when guests respond to an event for which you can see the guest list.

☐☐

Daily agenda:

Receive an email with your agenda every day at 05:00 in your current time zone.

☐

[Set up your mobile phone to receive notifications](#)

[« Back to calendar](#)

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Öppna fliken *Notifications* (sv. *Meddelanden*). Ställ in hur du vill få påminnelser och meddelanden.