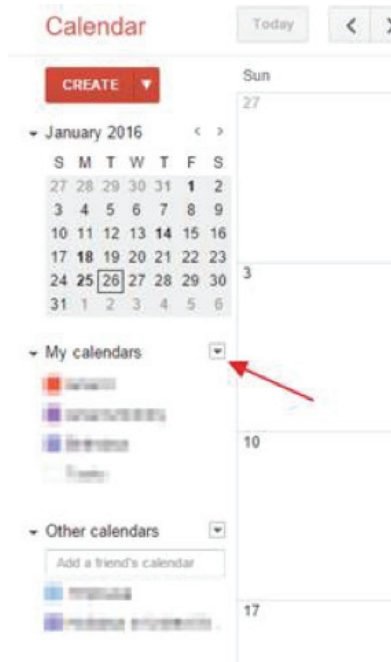


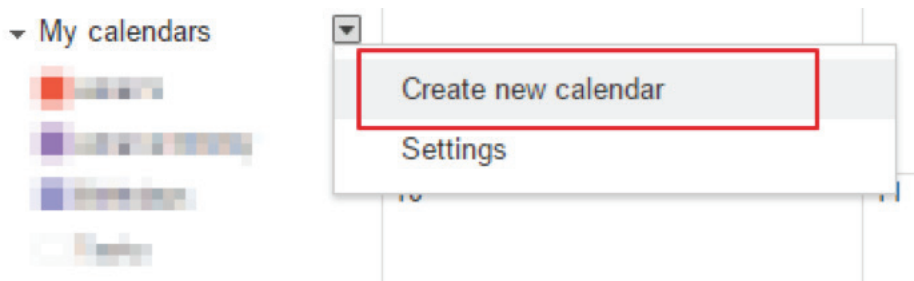


## Android (Google Calendar)

1. Unzip the downloaded zip file from [www.ltp.org](http://www.ltp.org) and copy the calendar file to desktop (year.ics - ex: 2016.iccs, 2017.ics, etc)
2. Navigate to [www.calendar.google.com](http://www.calendar.google.com) and log in with your google account.
3. If you wish to import E-Ordo as a new calendar to your google account then follow the steps below. If not, go to step 4.
  - a. Click on the small down arrow next to “My Calendars” on the left panel.



- b. Select “Create new calendar” from the menu.



- c. Enter all necessary information in the new calendar form and click on “Create Calendar” button. See screenshot below.

**Create New Calendar**

Calendar Details

[← Back to calendar](#) [Create Calendar](#) [Cancel](#)

Calendar Name:

Description:

Location:

Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, check the box instead. Country:  (choose a different country to see other time zones)  
Now select a time zone:   Display all time zones

**Make this calendar public** [Learn more](#)  
This calendar will appear in public Google search results.  
 Share only my free-busy information (Hide details)

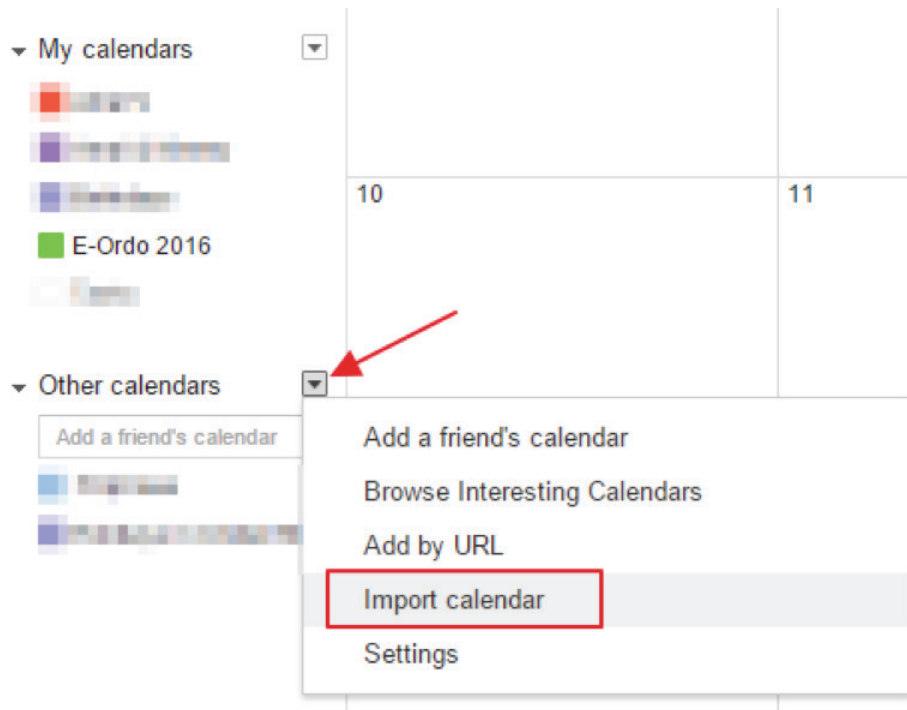
**Share with specific people**

Person:  [Permission Settings](#) [Learn more](#)

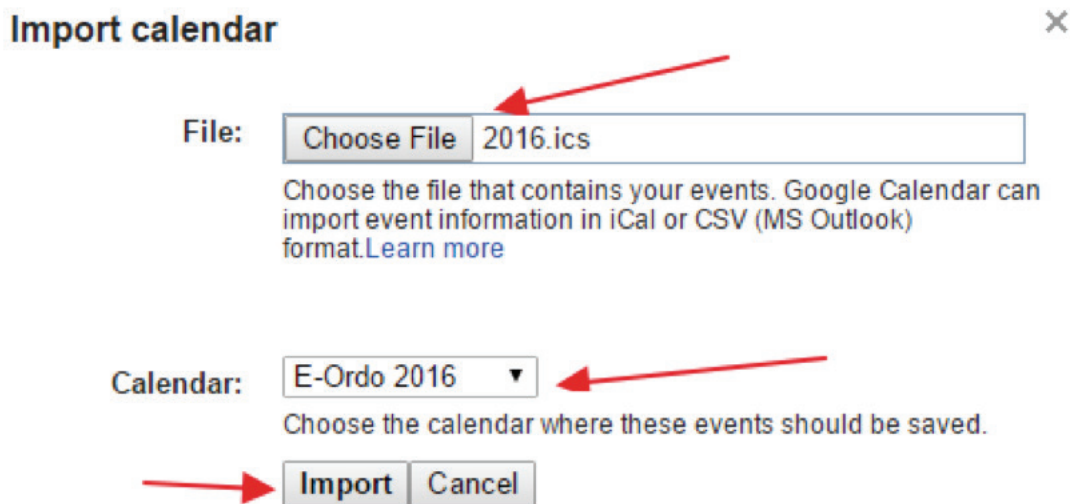
**Tip: Sharing with coworkers?**  
Companies can move to Google Calendar to make sharing easier. [Learn how](#)

[← Back to calendar](#) [Create Calendar](#) [Cancel](#)

- d. The new calendar you created will show up in the left panel under “My Calendars.”
- 4. Click on the down arrow next to “Other Calendars” on the left panel and click on “Import calendar” from the menu.



- 5. Click on “Choose File” button and select the ICS file you copied and pasted to your Desktop in Step 1.
- 6. Choose the Calendar from the “Calendar” drop down.
- 7. Click on “Import” button.



- 8. You will get a confirmation regarding “x” number of events have been processed and added to the calendar.
- 9. At this point the E-Ordo calendar has been imported to your google calendar.
- 10. Sometimes you will have to go your Android phone and Calendar settings to Display and Sync the newly created calendar in your phone.

