

Tools Training

Join an upcoming BBF Members' Tools Training:

- Monday, 17 June 2019, 7:30 a.m. - Seoul, South Korea
- Monday, 2 September 2019, Time TBA - Location TBA
- Monday, 2 December 2019, Time TBA - Location TBA

Schedule a one-on-one virtual Tools Training with [April Nowicki](#), BBF Member Support Manager. Email tools@broadband-forum.org with a proposed date and time.

Team Calendars

Add to Calendar:

Copy this URL: https://calendar.google.com/calendar/ical/broadband-forum.org_2itvu8a0uqh9kt9losgmdua6d0%40group.calendar.google.com/private-04098e8763187a158cb79341c712115f/basic.ics

Apple Calendar:

1. "File" -> "New Calendar Subscription".
2. Paste Calendar URL (from link above) and click "Subscribe".
3. Click "OK" in new window that pops up.

Apple Outlook Calendar:

1. Open the web browser interface (not Outlook client) for your Outlook server (Outlook Web Access (OWA)) and log in with your credentials.
2. Switch to viewing your Calendar on menu at top (Mail Calendar People Tasks).
3. In the left side pane, look for "MY CALENDARS" and below that "OTHER CALENDARS"
4. Right-click on "OTHER CALENDARS"
5. Select "Open calendar"
6. Paste the Google calendar URL found on the Wiki page <https://wiki.broadband-forum.org/display/BBF/Teleconference+Meetings> (e.g., under "BUS Meetings") into the "Internet calendar:" field.
7. Click on "Open". The calendar should appear under "OTHER CALENDARS" and also appear in the Mac Outlook client as a calendar under your Outlook server.

Microsoft Outlook Calendar:

1. "Open Calendar" -> "From Internet".
2. Paste Calendar URL (from link above) and click "Yes".
Note: Click left-pointing arrow next to the calendar title for combined view.

Google Calendar:

1. Go to Google Calendar.
2. Above the list of My Calendars, click the plus sign to the right of "Add a coworker's calendar"
3. Click "From URL"
4. Paste Calendar URL and click "Add Calendar".

See also:

- Change the time zone that you see meetings in by configuring your Wiki settings [here](#).
- Go to the [Join or Leave BBF Groups and Email Lists](#) Wiki page.
- Contact [April Nowicki](#) with any questions.