Calendar

Add shared Calendar - Android

Pre-Settings

- To open a shared calendar you must first be given the appropriate access by the owner of this calendar.
- In this example berta.musterfrau@uni-bielefeld.de previously shared her calendar with max.muster@uni.bielefeld.de.

Since Android doesn’t offer this functionality out-of-the-box you first need to download an appropriate application to add a so-called CalDav account to your mobile device. If you want to use Davdroid please follow these steps.

Install Davdroid and start the app.

Tap the +-Symbol to add a new account.

Welcome to DAVdroid!
You can add a CalDAV/CardDAV account now.
Please select **Login with URL and user name** and enter the following.

**Base-URL:**

> https://caldav.uni-bielefeld.de/users/Uni-E-Mail-Adresse@uni-bielefeld.de/calendar/

**User Name:**

> Your **Email-Address** (the one the calendar was shared with)

**Password:**

> **BITS-Password**

When you are done, tap **Login**.

---

Example:

https://caldav.uni-bielefeld.de/users/berta.musterfrau@uni-bielefeld.de/calendar/
Add Account
This can be a unique name you create yourself. Please confirm with Create Account.

Create account

**Calendar B. Musterfrau**

Use your email address as account name because Android will use the account name as ORGANIZER field for events you create. You can't have two accounts with the same name.

Open the new account

Important Notice:
Please select the appropriate account.
Personal calendar as well as shared calendar appear in the management suite. To first identify the lately added shared calendar please tap in the CalDAV menu.

Tap Options.
To identify the shared calendar you recently added in the overview you need to compare the displayed URL with the Base URL of the shared calendar.

Once you found it select the calendar in the overview menu to add it to the calendar app of your mobile device.