**BIOROB common calendar**

The BioRob common calendar is hosted on the *my.epfl* service. It can either be accessed from the web, or using a CalDAV client (e.g., the Lightning add-on in Thunderbird, or Apple iCal on MacOS). All BioRob members have write access to the calendar.

**Configuring the BioRob calendar in Thunderbird (Lightning)**

If the Lightning add-on is not already installed, add it (*Add-ons* in the *Tools* menu) and restart Thunderbird. Click on the calendar icon to open the corresponding tab. To add the BioRob calendar, right-click in the calendar list (where there is a default calendar named *Home*), choose *New calendar*, then *On the network*. Select a CalDAV calendar, and enter the corresponding URL in the *Location* box. The CalDAV address is:

```
https://calendars.epfl.ch/group/U12165/
```

Once the calendar has been added, you will be asked to enter your credentials for connection, use your GASPAR username and password. If you want, you can configure your personal calendar too, whose URL is (replace *SCIPER* with your SCIPER number):

```
https://calendars.epfl.ch/user/SCIPER/private
```

If you want to color the calendar items by category, you can use the Add-on Manager to download and install the *Calendar Tweaks* add-on, on which you can disable all options, except those:

- [ ] Apply category color to event backgrounds (All Views) (Today Pane)
- [x] Use calendar color if no category color (All Views) (Today Pane)

**Using from the web: adding the BioRob calendar in my.epfl**

Open the *my.epfl* (*https://my.epfl.ch/*) website and log in. If it is not already open, click on the *Calendar* tab. To enable the BioRob calendar in the view, click on *Views and calendars management*, then under *Calendars* choose *Group calendars*. Enable the checkbox of the *BIOROB-unit* calendar, and click *add to view*. 