

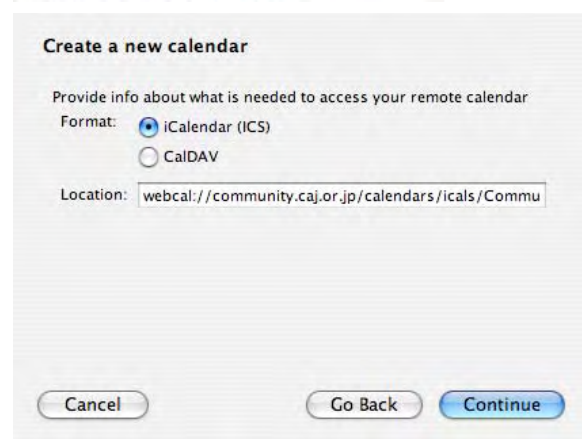
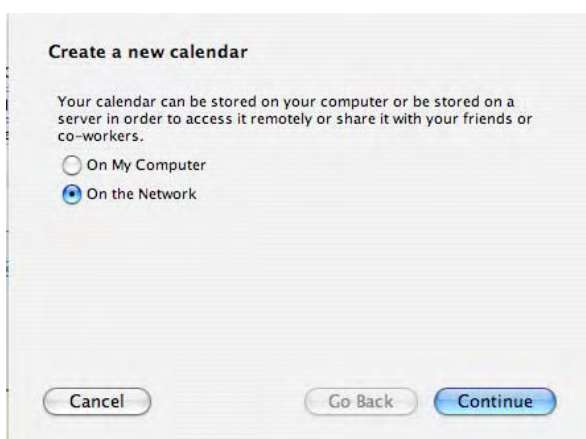
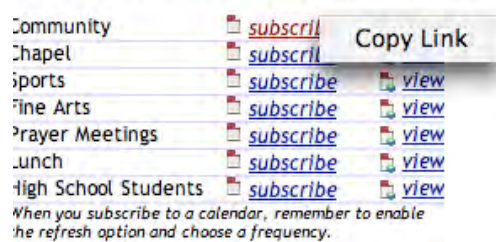
Sunbird Instructions

Christian Academy in Japan uses a number of different electronic Internet based calendars to communicate with students and families. There are calendars for sporting events, fine arts events, and the lunch schedule. The high school teachers have calendars for their classes. This enables the students to have another way of keeping track of projects, tests, and assignments. CAJ uses the iCal calendaring software to create these calendars. Those who use Macintosh computers can use the iCal application that comes with their computer. However, those who use Windows computers are not able to use iCal.

For those families who have Windows computers we recommend using the Sunbird calendar program. It is available from Mozilla.org at the URL <http://www.mozilla.org/projects/calendar/sunbird/index.html>. Though this application does not do all that iCal does, it works very well. The following instructions will help you download and configure Sunbird on your Windows computer.

1. Go to the Mozilla Sunbird site by entering <http://www.mozilla.org/projects/calendar/sunbird/index.html> into your browser.
2. Click on the “Download Sunbird” link.
3. Click on the “Sunbird 0.7 RC1 for Windows, English” link. This will download Sunbird to your computer. Follow any downloading and installation instructions.
4. Once Sunbird is installed launch the program to subscribe to calendars.
5. Open the CAJ Community page <http://community.caj.or.jp/>.
6. There are a number of calendars listed that can either be viewed or subscribed to.
7. When you are using a Macintosh computer with iCal clicking on “Subscribe” will automatically put that calendar into iCal. This will not work with Sunbird. You need to copy and paste the calendar URL into Sunbird.
8. Right-click on the “Subscribe” link of the desired calendar. Select “Copy Link” from the box that appears. There may be differences depending on the version of Window used. You may find the URL listed when you “left-click.” Somehow you need to copy the URL.
9. Return to Sunbird and open New Calendar in the File menu. Select “On the Network and then “Continue”.

subscribe to a calendar or view a month at a time.



10. Select “iCalendar (ICS), paste the link into the “Location” field, and continue.
11. Give it a name and a color, and continue.
12. You are “Done”. Your calendar will appear in the side bar and events within the calendar.
13. You will need to repeat steps 8-12 for each desired calendar.
14. To refresh the calendars select “Reload Remote Calendars” from the “File” menu.