

PortalCal for Mac

Install and Setup Guide for Mac

Any schedule that comes as a calendar link, in the calendar you already use.
Outlook and Google Calendar. On your phone, watch and Mac.

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portalcal.com

CcsSync LLC · Richmond, Virginia

Before you start

PortalCal reads your schedule from a calendar feed link – the subscription address your schedule or calendar service gives you, with its login if it has one – and writes it into a calendar of its own inside your Outlook or Google account. Your events then appear everywhere that calendar already goes – phone, watch, tablet, car.

Setting up takes about ten minutes, once, in three stages:

- **Install** – download from portalcal.com and drag PortalCal to Applications.
- **Connect your feed** – paste the link, and its login if it needs one.
- **Choose your calendar** – Outlook, Google, or both.

What you need

A Mac with macOS 14 or later, the calendar feed link from your service (and the username and password it gave you for the feed, if any), and an Outlook or Google account. PortalCal reads the feed and never writes anything back to it.

No key needed to start

PortalCal works for 30 days from the first time it opens, with no key, no card and no email. You only need a licence key to carry on after that – see Part 2.

Part 1 – Download and install

1. On your Mac, go to **portalcal.com** and press **Download for Mac**.
2. Open the file that downloads from your Downloads folder – its name starts with **PortalCal** and ends in **.dmg**. A window opens showing PortalCal and your Applications folder.
3. **Drag PortalCal onto Applications**. That is the whole install.
4. Open **Applications** in Finder and open **PortalCal** from there.
5. macOS says PortalCal was downloaded from the Internet and that Apple checked it for malicious software. Press **Open**.

Do not open it from this window

If you are used to Windows, the instinct is to press Open on the icon in this window. Don't: that runs PortalCal from the download instead of installing it, and it will not start again after a restart. Drag it to Applications, then open it from there.

PortalCal has no window of its own in the Dock. It lives in the **menu bar**, at the top right of the screen, as a small icon. The first time it runs, its Settings window opens by itself, because there is setting up to do.

Part 2 – The free trial and your key

The **General** tab shows how many days of the free trial are left. For the first 30 days there is nothing to do here.

When you decide to keep it

1. Go to **portalcal.com** and buy a subscription (\$20 a year).
2. **Your licence key is emailed to you.** It is not shown on the confirmation page. The email comes from Lemon Squeezy, our payment provider, so look for “Your PortalCal receipt” – in junk, if it is not in your inbox.
3. In PortalCal, open **Settings › General**, paste the key into **License key** and press **Activate**.

One computer at a time

A key activates one computer at a time. To move it, press **Deactivate** on the old computer first, then activate on the new one. The same key works on a Mac or a Windows PC.

If you got PortalCal from the Mac App Store

There is no key. The General tab has a **Subscribe** button instead, and the subscription, with its free first month, is handled by your Apple Account. Everything else in this guide is the same.

Part 3 – Connect your feed

Your schedule or calendar service gives you a calendar feed link – the kind that usually ends in **.ics**, sometimes called an iCal or webcal link. Some feeds also need a username and password.

1. Copy the calendar feed link from your service.
2. In PortalCal, open the **Feed** tab and paste it into **Calendar feed link**.
3. If the feed has a login, type its username and password. If the link works on its own, leave them empty.
4. Press **Check and save**. Nothing is saved until the server accepts the details.

Where your details go

The feed's username and password are stored in this Mac's Keychain, encrypted, and are only ever sent to the feed's own server.

Part 4 – Choose Outlook, Google, or both

Your events always go into a calendar of PortalCal's own, never into your personal one.

1. Open the **Calendars** tab and press **Sign in** beside Outlook, Google Calendar, or each in turn.
2. A sign-in window from Microsoft or Google opens. PortalCal never sees that password.
3. **Google only:** when Google asks what PortalCal may do, make sure the calendar box is ticked before you continue.
4. Back on the Calendars tab, press **Choose**. Type a name for the new calendar and press **Create**.

Also put back my history

If this Mac holds past events that the feed no longer sends, a box offers to write them into the new calendar as well. On a new install there is nothing to put back, and the box is not shown.

The first sync

The first sync starts by itself. The line at the bottom of Settings counts it, for example **Syncing... Google Calendar: 31 of 52**. Events appear a few at a time, so wait for the count to finish before judging the result.

Google only: the new calendar is not showing

Reload the Google Calendar page and tick the new calendar under **My calendars**. Google does not let an app do that for you.

Part 5 – Start it when you log in

PortalCal only keeps your calendar current while it is running, so after the first sync it asks once whether to start when you log in to this Mac. Say yes.

You can change it later under **Settings › General › Start when I sign in**. macOS also lists it under System Settings › General › Login Items.

A Mac that is asleep does not sync

PortalCal checks every five minutes while the Mac is awake, and catches up the moment it wakes. A Mac that stays on, such as an iMac or a Mac mini, keeps your calendar current all day; a laptop with its lid shut is current again as soon as it opens.

Part 6 – Day to day

Everything is under the icon in the menu bar.

- **Sync now** – downloads the feed and writes every event again, straight away.
- **Settings** – six tabs: General, Feed, Calendars, Events, Notifications, History.
- **Open log** – what PortalCal has been doing. It opens at the newest line; Copy all copies it for a support email.
- **Help** – the full help, including a What's new page. It works with no internet.
- **Check for Updates** – PortalCal checks once a day by itself and offers a new version with a short note of what changed.
- **While the Mac sleeps** – it syncs only in the short background wakes macOS makes on its own, and fully within a minute of waking; see the Questions page on portalcal.com. Help inside the app, *It has not synced for a while*, says how to keep it syncing all night.

If something is wrong

The menu-bar icon changes and the menu's first line says what is wrong, in plain words, with a **Fix** item that does the fix or shows you where to. Settings shows the same line in red at the top of every tab. Help has a section for each message.

Quitting and removing

Quit PortalCal in the menu stops syncing until it is opened again. To remove it: switch off Start when I sign in, quit, and drag PortalCal from Applications to the Trash. Your events stay in your calendars. If you want to use the key on another computer, press Deactivate first.

Questions

Email **support@portalcal.com**. Include what the menu's first line says, and paste the log if you can (menu > Open log > Copy all).

PortalCal is an independent tool and is not made, operated, or endorsed by any schedule or calendar service it reads from. Always confirm times that matter against the service itself – never against your calendar alone.

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