

## At a Glance

This guide will outline the steps for viewing and synchronizing shared Google Calendars to your FHU Google account.

## View and Synchronize A Shared Calendar

When a Google calendar has been shared with you, you may view events on that calendar through your FHU Google calendar. The following steps will perform this task:

- 1. Open a web browser and access your FHU email account at the following website: <a href="http://mail.google.com">http://mail.google.com</a>.
- 2. Type your FHU email address in the *Enter your email* textbox and click *Next*. Type your FHU password in the *Password* textbox and click *Sign In*.



3. Once you have signed into your FHU email account, confirm that you received an invitation to view the shared calendar.

	@fhu.edu has shared a <mark>calendar</mark> with you  □
Ð	@fhu.edu <u>via</u> google.com to me ⊯
	Hello <u>hrowsey@fhu.edu</u> ,
	We are writing to let you know that mean many many many many many many many ma
	We have automatically added this calendar to your Google Calendar account. You can hide or completely remove this calendar at any time.
	- The Google <mark>Calenda</mark> r Team
	View Your Calendar.



4. Click on the Google App menu and select *Calendar*.



5. Calendars that have been shared with you will be listed under the *Other calendars* section. To view a shared calendar, click the box immediately to the left of the calendar name. The events contained on the shared calendar should now appear on your FHU calendar.

✓ Other calendars				
	Add a coworker's calendar			
	ARC344 Sound Roo			
	ARC346 Sound Roo			
	ARC348 Teaching an			
	BK BIRTHDAYS			
	FHU Academic Calen			

6. Synchronizing a shared calendar to your FHU email account will allow you to be able to view the calendar on a mobile device or calendar application other than a web browser. To synchronize a shared calendar to your FHU Google calendar, remain signed into your FHU Gmail account and access the following website: https://calendar.google.com/calendar/syncselect.



7. Once on the website, place a checkmark in the box immediately to the left of the shared calendar's name that you would like to synchronize. Once complete, click *Save* in the bottom right-hand corner.

	Google Calendar
	Sync Settings
Select calendars to sync to your iPhone/iPad/iCal*	
My Calendars	
⊘ hrowsey@fhu.edu	
BK332 Sound Room	
SADD Calendar	
Dickson Sound Room	
Contacts	
Shared Calendars	
ARC344 Sound Room - Blue	\ \
FHU Academic Calendar (Read Only)	\ \
BIRTHDAYS (Read Only)	N.
ARC 46 Sound Room - Green	•
Genow	lan

The shared calendar will now appear on your mobile device and other calendar applications.

## **Additional Assistance**

For additional assistance, please contact the FHU HelpDesk at <u>helpdesk@fhu.edu</u> or by phone at 731-989-6111.