



View and Sync Shared Google Calendars

A Step-By-Step Guide

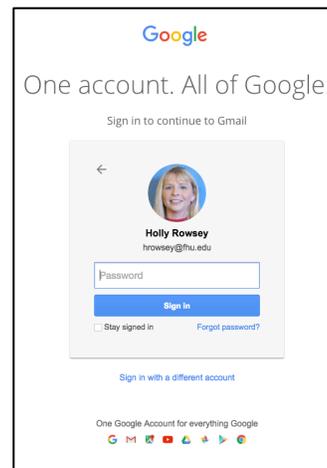
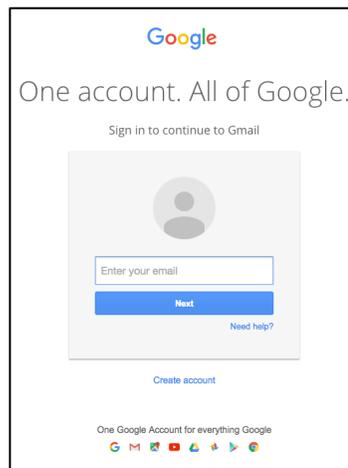
At a Glance

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

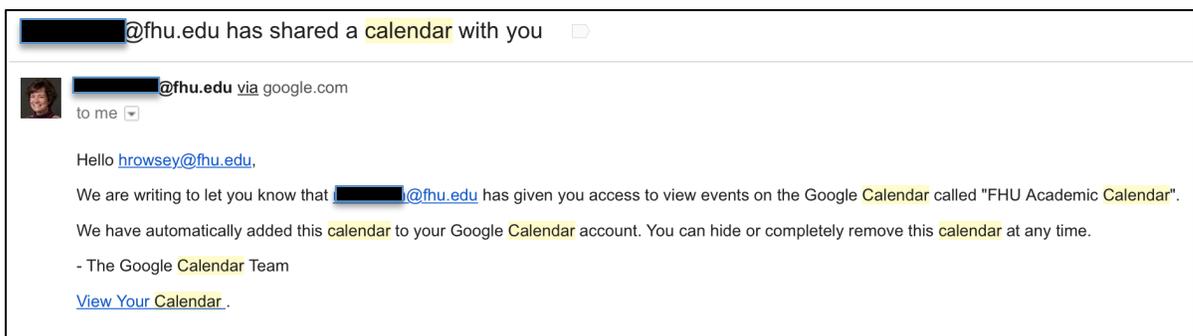
View and Synchronize A Shared Calendar

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:
<http://mail.google.com>.
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.

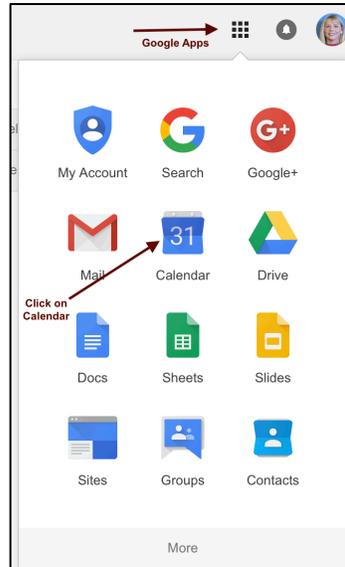




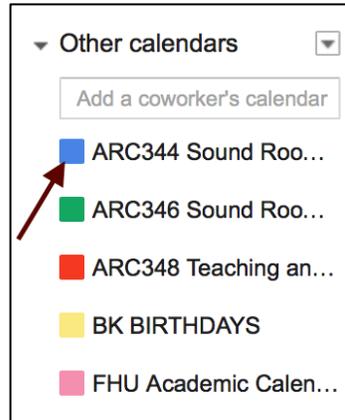
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4. Click on the Google App menu and select *Calendar*.



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.



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>.



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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.



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 helpdesk@fhu.edu or by phone at 731-989-6111.