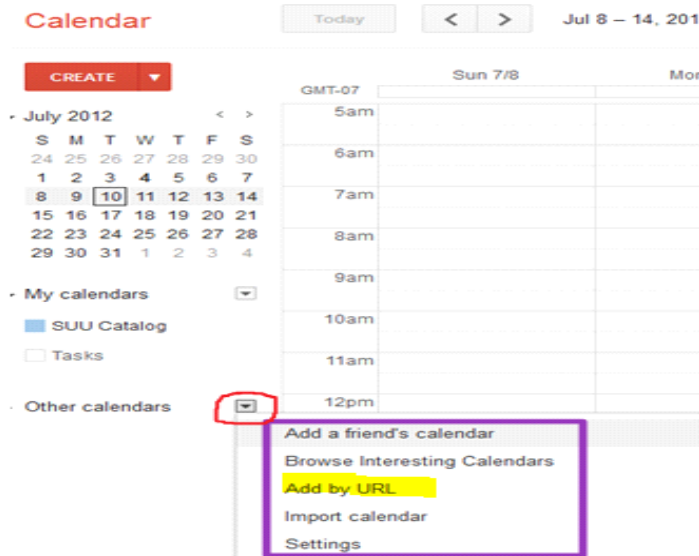


Adding the Academic Calendar to your personal Google Calendar

To add the calendar to your Google Calendars (so you can see it when you view your personal calendar):

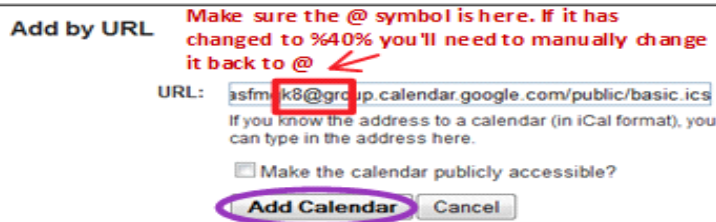
Navigate to your personal calendar. Then click on the down arrow next to "Other Calendars" and select "Add by URL"



Copy and paste the following: (or right click the link and select "copy link")

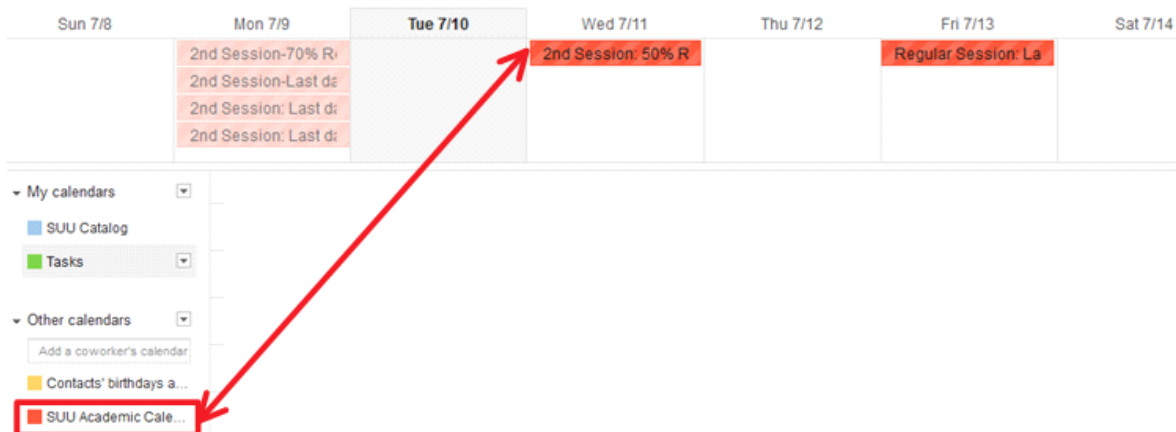
https://www.google.com/calendar/ical/suu.edu_til05mhr4lldiqhph0lasfmqk8@group.calendar.google.com/public/basic.ics

When you paste the link, make sure there is an @ in the web address and NOT a %40% Some cut and paste programs automatically convert the @ symbol to %40% and this will cause the link NOT to work. Also, there should be NO SPACES between any of the characters in the link.



When you are sure the link is correct, click on "Add Calendar"

You'll notice that your personal calendar has been populated with events from the Academic Affairs Calendar:



When you click on down arrow next to the "Other Calendar" drop down, you'll see that SUU Academic Calendar has been added. Note the color that has been assigned to the calendar (in this instance, it is red). **This color will help identify events that are specific to the SUU Academic Calendar.**