


How to Add a Teacher's Google Calendar to My Personal Calendar

1. Find your teacher's Calendar ID on their website and copy it.

Ex: Miss Williams' Geometry Calendar ID is: greermiddlecollege.org_k2g41tbhsqocrh9cl0avlt06ms@group.calendar.google.com

2. Open up your Google Calendar

- a. Login to your gmail account.
- b. Click on the 3x3 box icon in the top right corner: 
- c. Select the Calendar icon:



Calendar

3. Find the "Other Calendar" tab on the left hand side (near the bottom) and click on the drop down arrow to the **left** of "Other calendars".

▼ Other calendars ▼

4. Paste your teacher's Calendar ID into the box that says "Add a friend's calendar".

Add a friend's calendar

5. Hit enter and you're teacher's calendar should now be showing in your calendar.
6. Be sure the box to the left of your teacher's calendar is always colored in, otherwise you will not be able to see the posted assignments.
7. Check this calendar REGULARLY for updates!!