

How-To Guide

Viewing Google Calendar from SFU Connect

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Purpose of This Guide

This How-To Guide will show you how to subscribe to your Google Calendar from SFU Connect, providing you with the convenience of viewing calendars from different sources at a single location.

Please note that subscribing to your Google Calendar in SFU Connect will provide a read-only view of your Google Calendar events; no edits can be made to calendar subscriptions in SFU Connect. Additionally, in the current version of SFU Connect, calendar subscriptions are not automatically updated with changes. Instructions on how to manually reload subscribed calendars are located at the end of this guide.

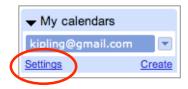
Instructions

Locating Your Google Calendar URL

1. Sign onto your Google Calendar account (<u>http://www.google.com/calendar</u>)

Sign in to Google Calendar with your		
Google Account		
Email:	kipling	
Password:	•••••	
Stay signed in		
Sign in		

2. On the left side of the screen after login, click on **Settings** under My calendars.



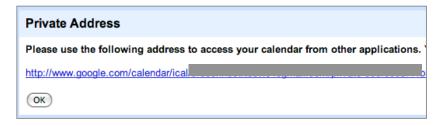
3. Under My Calendars, click to view the details of your default Google Calendar (usually labeled with your Gmail email address).

	and modify
CALENDAR	
Empling@gmail.com	

4. On the calendar details screen, scroll to the bottom of the page to **Private Address**. There should be three coloured buttons: XML, ICAL, and HTML.

Private	XML ICAL HTML	Reset Private URLs
Address:		ress for this calendar. [

5. Click on the **ICAL** button. The private URL to your calendar in .ics format should appear. Keep this window open; you will need this URL in the later steps of this guide.

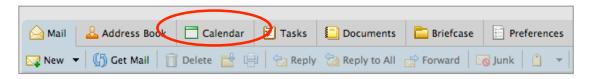


Subscribing to Your Google Calendar in SFU Connect

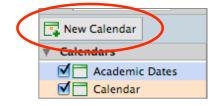
1. In a separate browser tab or window, sign onto SFU Connect (<u>http://connect.sfu.ca</u>)

SFU SIMON PRASER UNIVERSITY	Yei
Login Required for SFU Connect	
SFU Computing ID kipling Password Warn me before logging me into other sites. Login Pve forgotten my SFU	Computing ID or password.
Protect your password! SFU will never request our users provide or confirm their Computing ID or password via email or by going on any web site. SFU users should ignore all messages requesting Computing ID and/or password videmation, no matter how authentic hey may appear. Nore information on phishing. Aways check that your browser shows a doesd lock icon and that the URL of this page starts with https://cas.sfu.ca or https://wy.sfu.ca and not some other address.	Manage your SFU Computing ID Change your password Need help? Help with temporary ID (for applicants only) Addred your SFU Computing ID Read the Central Authentication Bervice FAQ

2. Click on the **Calendar** tab.



3. Next, click on **New Calendar** on the left side of the screen.





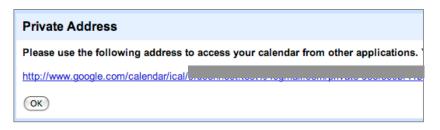
4. Give the new calendar a **name**, e.g., 'My Google Calendar' and choose a **colour** from the drop-down menu. If you do not want your Google Calendar to affect your free/busy information in SFU Connect, check on '**Exclude this calendar when reporting free/busy times**'.

Create New Calendar	
Name: My Google Calendar	
Color: Green 🔻	I
Exclude this calendar when reporting free/busy times	I

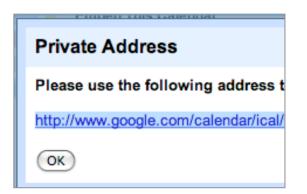
5. Next, check on **Synchronize appointments from remote calendar**. A new field for a URL should appear just under the checkbox.

Exclude this calendar when reporting free/busy times			
☑ Synchronize appointments from remote calendar			
URL:			
	OK Cancel		

6. Return to the window/tab with your Google Calendar URL.



7. Click and drag to highlight the link to **select the text** and **copy** it. Do not click directly on the link, as doing so will make the browser attempt to download an .ics file.





8. Return to the window/tab with SFU Connect. **Paste** the text into the URL field. Click **OK** to create the calendar subscription.

Create New Calendar		
Name: My Google Calendar		
Color: Green 👻		
Exclude this calendar when reporting free/busy times		
Synchronize appointments from remote calendar		
URL http://www.google.com/calendar/ical/kipling%40gm		
OK Cancel		

9. The events from your Google Calendar should appear in SFU Connect, displayed in the colour you had chosen for the subscribed calendar. In this example, the Google Calendar events are shown in **green** in the SFU Connect Calendar.

17	18	19	20
 11:30 AM test Tuesday 	test event on Wednesday	 3:30 PM Meeting with friend 	
24	25	26	27
		test event on Thursday	• 2:00 PM Dinner at Pancho's
		• 8:30 AM Breakfast at Tiffany	

The subscription to your Google Calendar is now complete.

Reloading (Updating) Your Subscribed Google Calendar

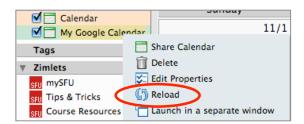
In the current version of SFU Connect, calendar subscriptions are not automatically updated with changes.

1. To update your subscribed Google Calendar in SFU Connect, **right click** on the calendar on the left side of the screen.

Calendar	Sunday	
My Google Ca	lendar	11/1
Tags	Share Calendar	
T Zimlets	Delete	
SFU mySFU	Edit Properties	
SFU Tips & Tricks	🕼 Reload	



2. A right click menu should appear. Click **Reload** to update the subscribed calendar.



The events on your Google Calendar subscription should now be updated with any changes or new meetings and events.

17	18	19	20
• 11:30 AM test Tuesday	test event on Wednesday	 3:30 PM Meeting with friend 	
24	25	26	27
		test event on Thursday	• 11:30 AM New event
		 8:30 AM Breakfast at Tiffany 	2:00 FM Dinner at Pancho's