



## How-To Guide

### Viewing Google Calendar from SFU Connect

Last updated: March 2010

# Table of Contents

Purpose of This Guide .....	3
Instructions .....	3
Locating Your Google Calendar URL.....	3
Subscribing to Your Google Calendar in SFU Connect .....	4
Reloading (Updating) Your Subscribed Google Calendar .....	6

## 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. Instructions on how to manually reload subscribed calendars are located at the end of this guide.

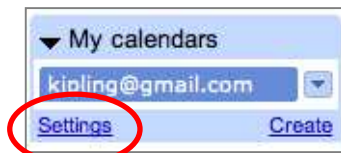
## Instructions

### Locating Your Google Calendar URL

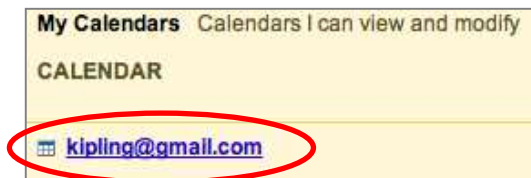
1. Sign onto your Google Calendar account (<http://www.google.com/calendar>)



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



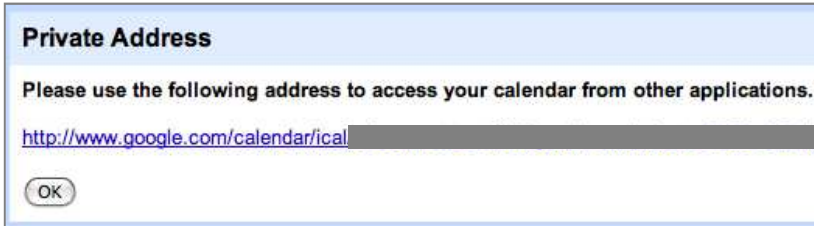
3. Under My Calendars, click to view the details of your default Google Calendar (usually labeled with your Gmail email address).



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.

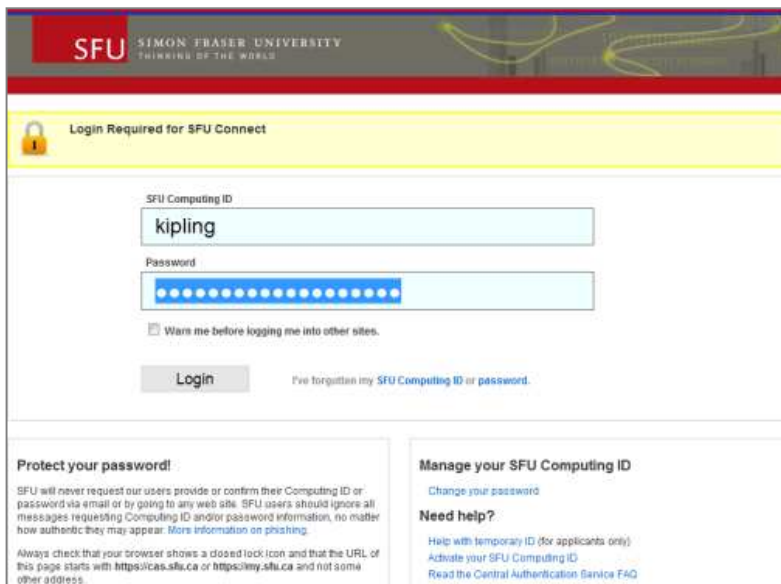


5. Click on the **ICAL** button. The private URL to your calendar in .ics format should appear. Keep this window open; you will need this URL in the later steps of this guide.

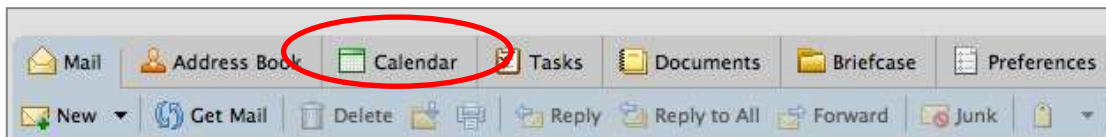


## Subscribing to Your Google Calendar in SFU Connect

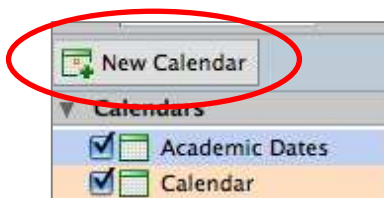
1. In a separate browser tab or window, sign onto SFU Connect (<http://connect.sfu.ca>)



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**'.



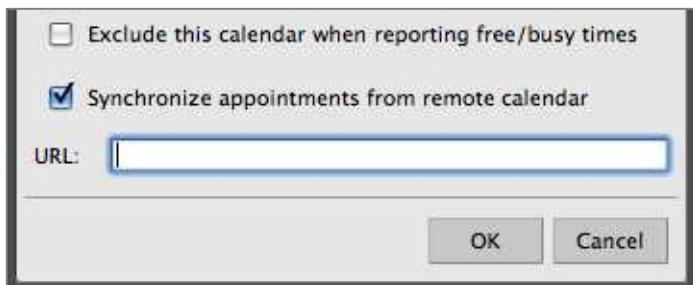
**Create New Calendar**

Name:

Color:

Exclude this calendar when reporting free/busy times

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



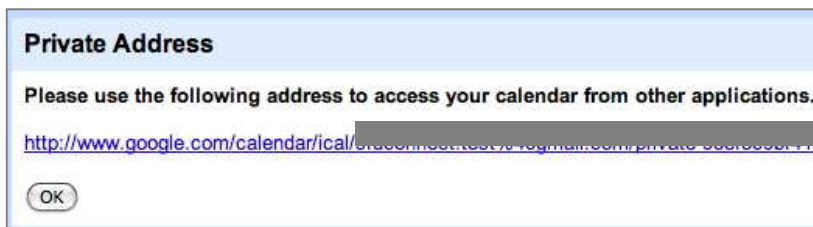
Exclude this calendar when reporting free/busy times

Synchronize appointments from remote calendar

URL:

OK Cancel

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



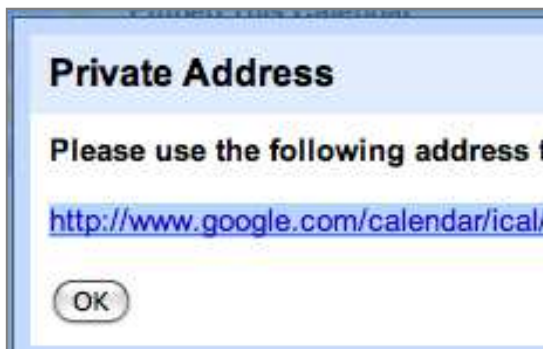
**Private Address**

Please use the following address to access your calendar from other applications.

<http://www.google.com/calendar/ical/...>

OK

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.



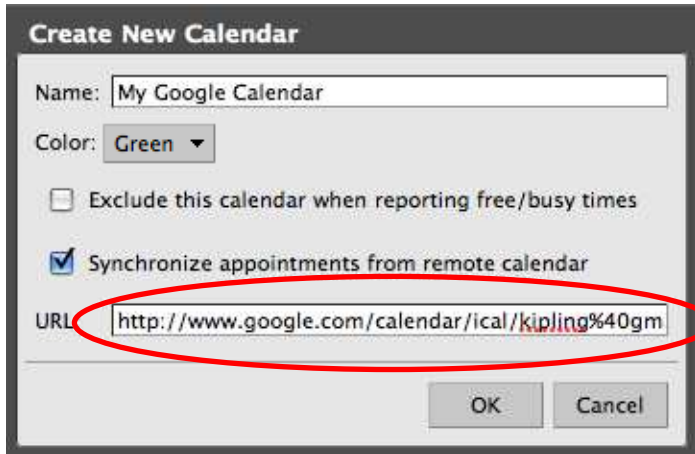
**Private Address**

Please use the following address to

<http://www.google.com/calendar/ical/...>

OK

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



- 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.

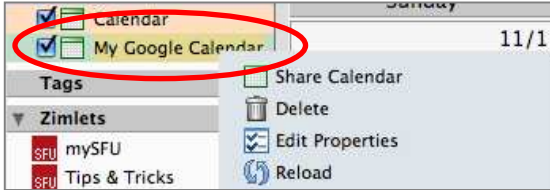
17	18	19	20
• 11:30 AM test Tuesday	test event on Wednesday	• 3:30 PM Meeting with friend	
24	25	26	27
		test event on Thursday • 8:30 AM Breakfast at Tiffany	• 2:00 PM Dinner at Pancho's

The subscription to your Google Calendar is now complete.

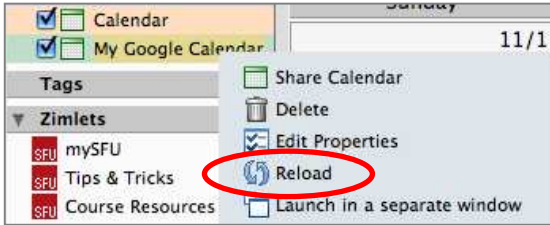
## Reloading (Updating) Your Subscribed Google Calendar

Calendar subscriptions are reloaded once every 24 hours. However, you can manually reload a calendar by following these steps:

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



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
<ul style="list-style-type: none"> <li>11:30 AM test Tuesday</li> </ul>	<ul style="list-style-type: none"> <li>test event on Wednesday</li> </ul>	<ul style="list-style-type: none"> <li>3:30 PM Meeting with friend</li> </ul>	
24	25	26	27
	<ul style="list-style-type: none"> <li>test event on Thursday</li> <li>8:30 AM Breakfast at Tiffany</li> </ul>	<ul style="list-style-type: none"> <li>11:30 AM New event</li> <li>2:00 PM Dinner at Rancho's</li> </ul>	