

Add a Google Calendar for Viewing

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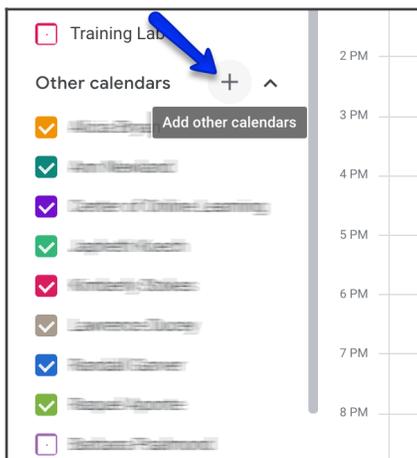
Why This Guide?

This guide will help you learn how to view another person's calendar for the purposes of scheduling time with them. You can view their calendar alongside yours to determine the best time to meet with them. Each individual can choose to make their calendar available, available in a limited way, or make it fully available. Best practices are to share only Busy/Available times.

Steps to Viewing Another's Calendar Alongside Your Own

In order to search for another person's calendar and then have it show up along your own, follow these steps:

1. Navigate in your browser to your Google Calendar
2. From the left-hand menu, select the Plus (+) sign under **Other Calendars**



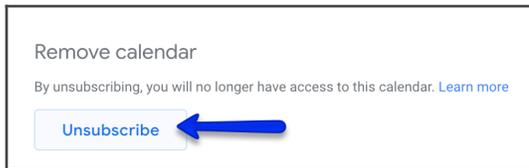
3. In the new view, begin typing the name of the person's calendar you wish to view



4. Select the correct e-mail address from the list that appears
5. If they have allowed sharing, their calendar will be added to your **Other Calendars** list

and their busy/unavailable times will appear alongside yours

6. You may also unsubscribe from Other Calendars by selecting **Unsubscribe**



That's about it!

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