Adding a Google Calendar to Outlook Desktop Application

Please first view this video to get your Secret iCal link from Google Calendar. If you are unfamiliar with Google Calendar in general and want to learn more, please view the video from the beginning.

Using some techniques learned from the above video, we will add the Google Calendar to our desktop Outlook application.

Before beginning, note:

- It may take up to 24 hours (more often than not, it takes under an hour) for Outlook to populate information from your Google Calendar when you initially set it up in Outlook.
- If the Google Calendar you are setting up is being used for appointment slots, keep in mind that Outlook may take 5-10 minutes to update.
  - In effect, if a student books an appointment for an appointment slot that will start soon, Outlook may not notify you immediately.
- You cannot make any edits to your Google Calendar from Outlook. If you wish to make edits to your Google Calendar, you will have to access your Google Calendar from Google Drive.
  - If you want to edit the appointment (i.e., change the time, add a Zoom/Video Conferencing link, add a location, etc.), you will have to do that from Google Calendar.

1. Get your Secret iCal link from your Google Calendar. If you already have / know how to get your Secret iCal link, go to the next step (Step 2) below.

   1. Hover over the Google Calendar that you

   1. Edit the appointment in Google Calendar.
1. You want to share your Outlook Calendar. Click on the three dots to the right and choose Settings and Sharing.

2. In the Settings, you can use the URL to access this calendar from a web browser. You can also customize the code to embed an Outlook calendar on a webpage. The Hide from list option is not highlighted.

3. To access this calendar from other applications, there is a secret address in iCal format: 

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You can share this calendar from other applications without making it public.

4. If you unarchive this calendar, you will no longer have access to this calendar.
1. Raining.

2. Be careful not to click the button—this will give you a pop-up asking if you want to subscribe/delete.
"above the Remove Calendar section.

3. To the right of an eye with a slash through it, you should see the Copyic
3. When it looks like one page front of another.

Click to copy your Secret Cards.
2 | Open the Outlook Desktop Application, if it is not already open.

3 | Select the Calendar icon in the lower left or use CTRL + 2 (Windows) or CMD + 2 (Mac) to access your Outlook calendar(s).
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<th>Step</th>
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<tr>
<td>4</td>
<td>Click on Open Calendar in the Manage Calendars section.</td>
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<tr>
<td>5</td>
<td>Choose From Internet... in the dropdown.</td>
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<tr>
<td>6</td>
<td>Paste in your Secret iCal link and hit OK. You may get some more dialogue (i.e., give this Calendar a title), but they are self-explanatory.</td>
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Your calendar should appear within 24 hours, but if not, you can check to see if it is deselected under Other Calendars and then select it.