Step 1: Surf to the calendar you want to synchronize with your Google Calendar and Click on the + Google Calendar button on the bottom right corner of the calendar (highlighted below),

ษ ▶	February 2015 👻				Print Week	Month	Agenda 💌	
	Mon	Tue	Wed	Thu	Fri		Sat	
Feb	1 2 4pm Winterguard Pi 7pm Indoor Drumlir	3 2:45pm Wind Ensem	4 3pm Indoor Drumlir 4pm JV Winterguard	5 6pm Varsity Winterç		6 Indoor	7 Drumline C	
8	8 9	10	11	12	1	3	14	
	4pm Winterguard P 7pm Indoor Drumlin	12:45pm Wind Ensem	3pm Indoor Drumlir 4pm JV Winterguard	6pm Varsity Winter:				
1	5 16	17	18	19	2	0	21	
	4pm Winterguard Pi 7pm Indoor Drumlin	1 2:45pm Wind Ensem	1 3pm Indoor Drumlir 4pm JV Winterguard	6pm Varsity Winter(Winter 9am Ind	guard Come door Drumlir	
2.	3pm Indoor Drumlir 7pm Pre-LGPE Cond	24	7pm Indoor Drumlir	6pm Varsity Winterg		Indoor	28 Competition	

Step 2: Choose which calendars are synced by editing visible calendars within your email.



You can also access your calendar by selecting Calendar from the icons by your email in the top right of your computer screen.

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	8		M	
	Search	Sites	Mail	
	31			
	Calendar	Drive	Docs	
	Sheets	Slides		

Then. You simply choose which calendars are synched by clicking the colored buttons under My Calendars and Other Calendars on the left (again they are highlighted). As you click a color, you will see the color appear in your calendar (meaning it is active) or disappear from your calendar (meaning it is turned off).



You can even synch non-Google calendars by clicking on the button located on the calendar and following the directions.



Now, wherever you go, you can have all your calendars in one location. They will automatically sync with any tablet, phone, or computer on which you access your Google account.