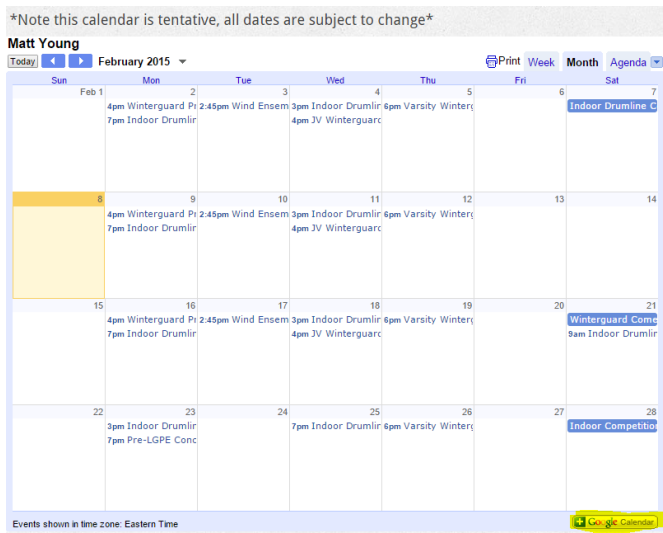
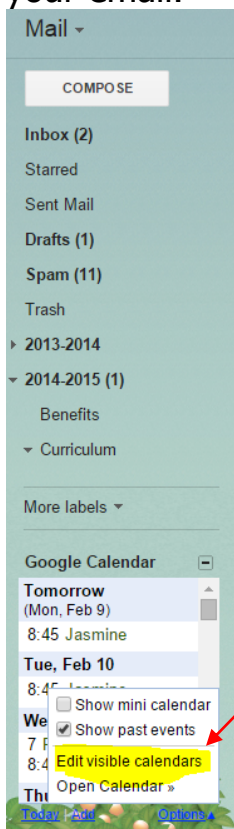


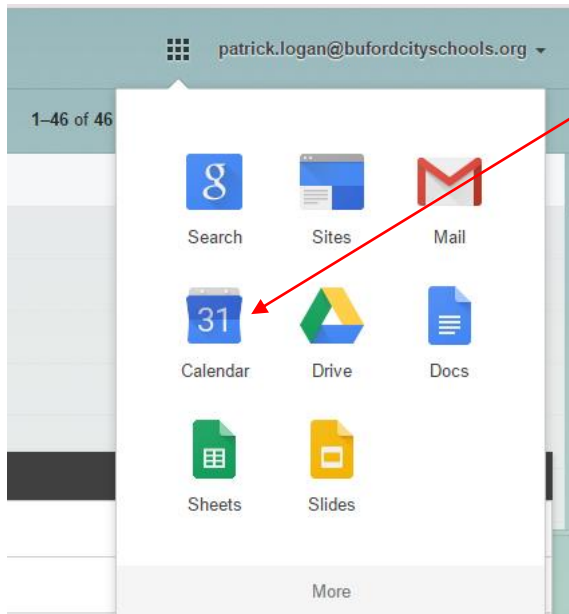
Step 1: Surf to the calendar you want to synchronize with your Google Calendar and Click on the + Google Calendar button on the bottom right corner of the calendar (highlighted below),



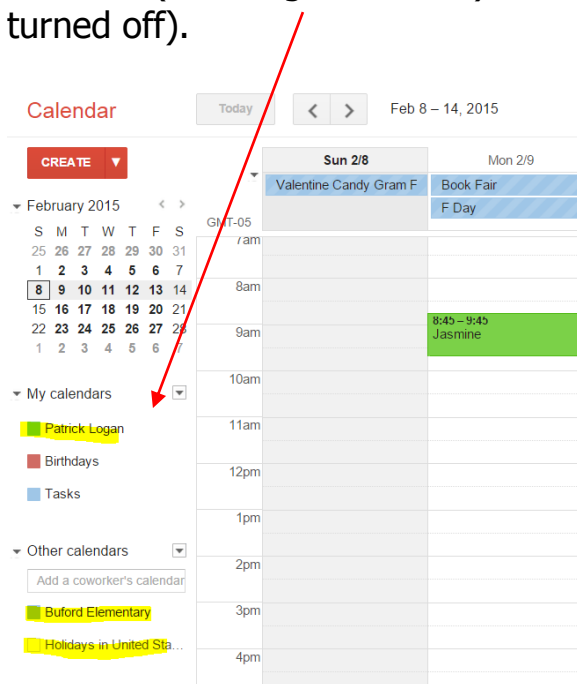
Step 2: Choose which calendars are synced by editing visible calendars within your email.



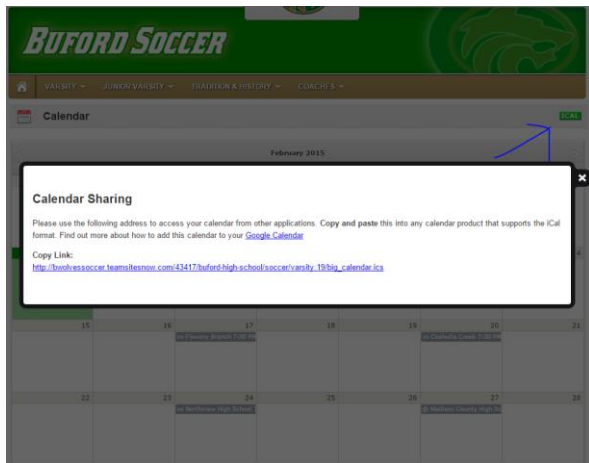
You can also access your calendar by selecting Calendar from the icons by your email in the top right of your computer screen.



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.