At a Glance
This guide will outline the steps for viewing and synchronizing shared Google Calendars to your FHU Google account.

View and Synchronize A Shared Calendar
When a Google calendar has been shared with you, you may view events on that calendar through your FHU Google calendar. The following steps will perform this task:

1. Open a web browser and access your FHU email account at the following website: http://mail.google.com.

2. Type your FHU email address in the Enter your email textbox and click Next. Type your FHU password in the Password textbox and click Sign In.

3. Once you have signed into your FHU email account, confirm that you received an invitation to view the shared calendar.
4. Click on the Google App menu and select Calendar.

5. Calendars that have been shared with you will be listed under the Other calendars section. To view a shared calendar, click the box immediately to the left of the calendar name. The events contained on the shared calendar should now appear on your FHU calendar.

6. Synchronizing a shared calendar to your FHU email account will allow you to be able to view the calendar on a mobile device or calendar application other than a web browser. To synchronize a shared calendar to your FHU Google calendar, remain signed into your FHU Gmail account and access the following website: https://calendar.google.com/calendar/syncselect.
7. Once on the website, place a checkmark in the box immediately to the left of the shared calendar’s name that you would like to synchronize. Once complete, click Save in the bottom right-hand corner.

The shared calendar will now appear on your mobile device and other calendar applications.

**Additional Assistance**
For additional assistance, please contact the FHU HelpDesk at helpdesk@fhu.edu or by phone at 731-989-6111.