Setting Up Google Calendar in Outlook 2016 for Windows

This article is for students, faculty, and staff who wish to view a Google Calendar in the Outlook Desktop Client on Windows.

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1. Log in to your Google Calendar account.
2. In the left column, click My Calendars to expand it.
3. Click on the three dots next to the calendar that you want to add to Outlook as an Internet Calendar Subscription.
4. Select Settings and Sharing.
5. Scroll down to Integrate Calendar.
   - If the calendar you want to access from Outlook is public, copy the link in the box titled Public Address in iCal Format.
   - If the calendar you want to access is private, then copy the link in the box titled Secret Address in iCal Format. Do not share this address with anybody you do not want to have access.
6. In Outlook, click on File > Account Settings > Account Settings.
7. Click on the Internet Calendars tab.
8. Click New.
9. Paste the address that was copied previously.
10. Click Add.
11. In the Folder Name box, type the name that you want the calendar to appear as in Outlook.
12. Click OK.

In the calendars section of Outlook, you can turn on the new calendar by selecting the check next to it under Other Calendars.

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