Setting up Google Calendar in Apple Calendar on Mac OS

This article is for students, faculty, and staff who wish to link their Google calendar onto the calendar application in Mac OS.

1. Open the Calendar application from the dock.
2. Click on Calendar in the menu bar.
3. Select Add Account from the drop down list.
4. Select Google and click Continue.
5. Enter a name for the account, as well as a UConn or personal Gmail email address.
6. Enter your password.
7. Click Set Up.
8. Make sure Calendar is checked off and select Done.

Your G-Suite account will now appear under the "Calendars" list to the left of the calendar. Events can be added and removed from the calendar through both G-Suite and Apple Calendar.

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