



# HOW TO SHARE OUTLOOK CALENDAR WITH GOOGLE

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## Table of Contents

How to share MS Outlook calendar with Google .....	2
Step 1: Sending out invitation to Google .....	2
Step 2: Add iCal to Google Calendar .....	6



## How to share MS Outlook calendar with Google

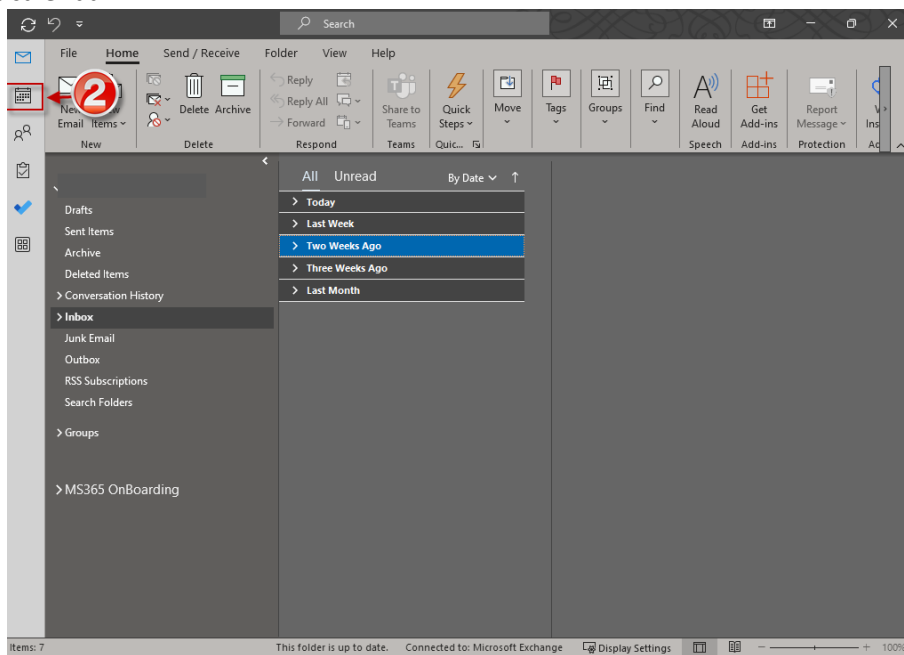
Within MS Outlook you have the options to share your calendar with Google calendar. This guide will explain how to send out an invitation and how to set it up in Google.

### Step 1: Sending out invitation to Google.

1. Open MS Outlook

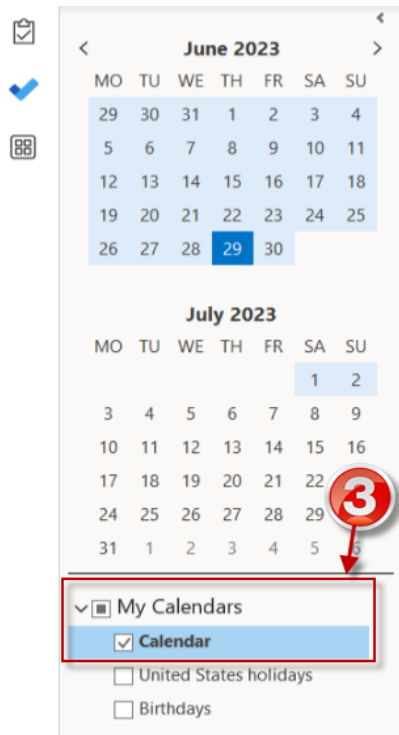


2. Select calendar.

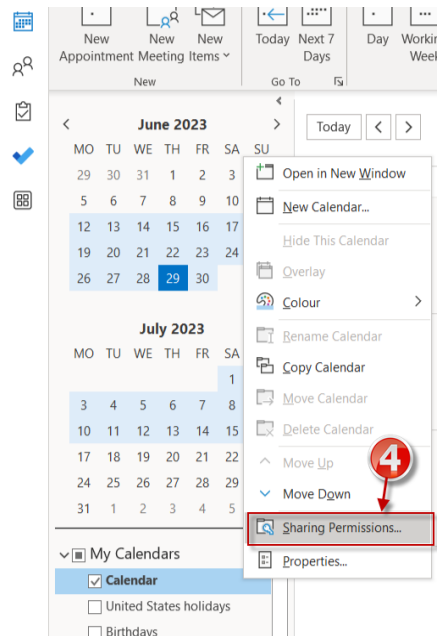




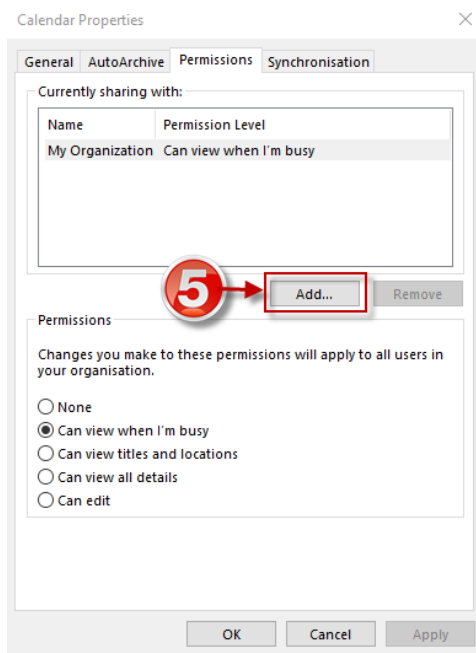
- 3. Scroll down to my Calendar and select the calendar you wish to share.



- 4. Right click on the calendar and select Sharing Permissions.

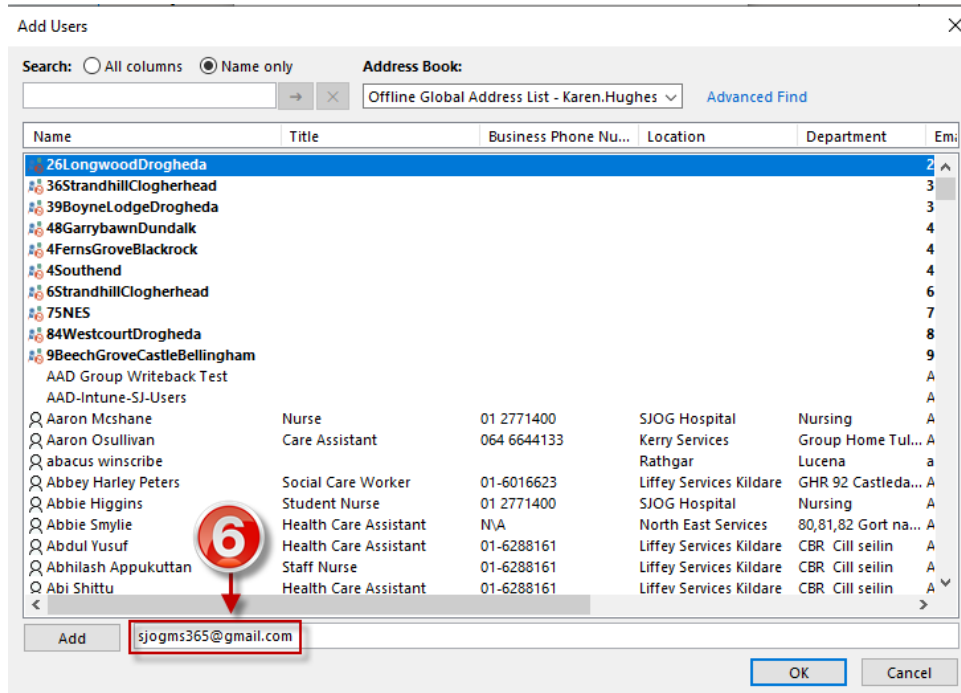


- 5. Click on Add.

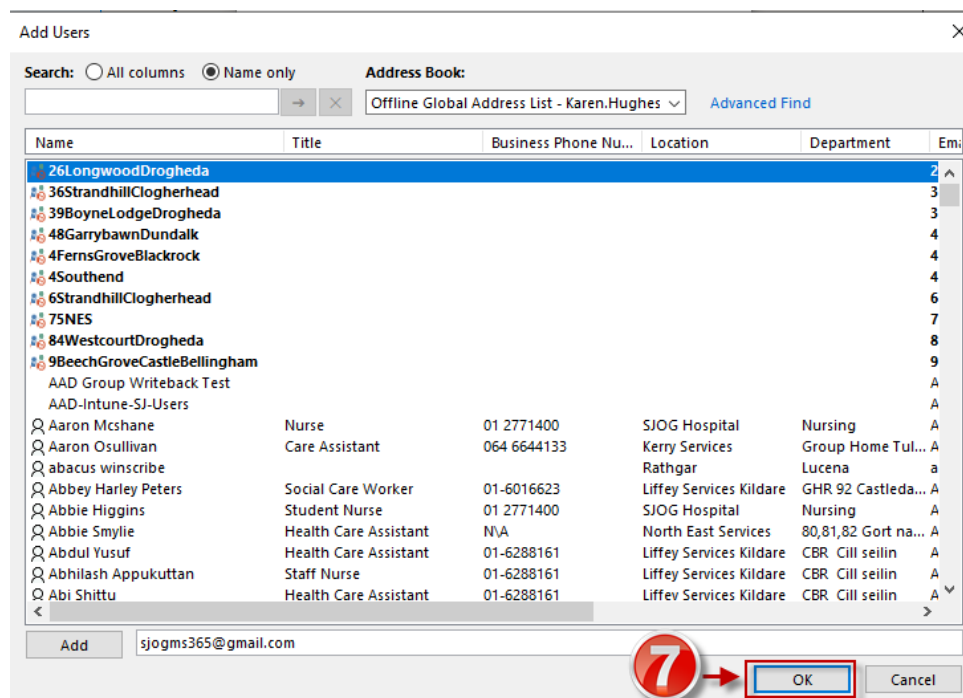




6. Enter in the Gmail address that you wish to share your calendar with.

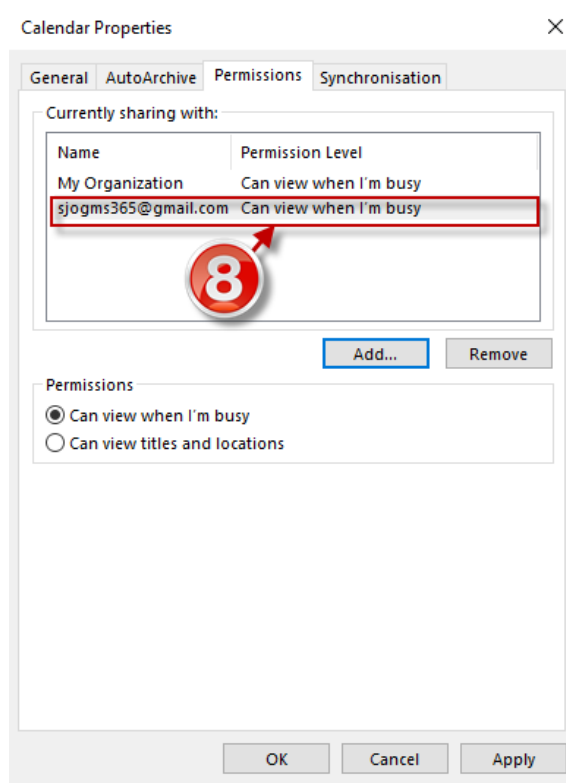


7. Click OK when done.

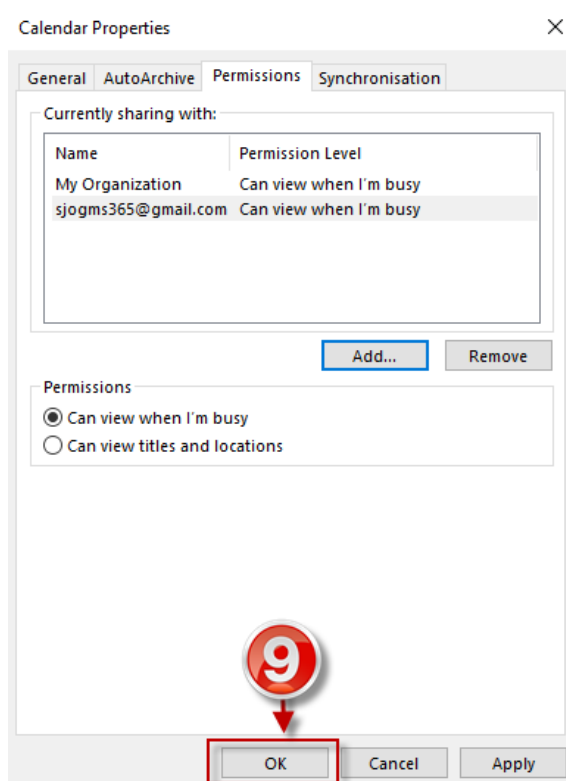




8. The Gmail account is now added.



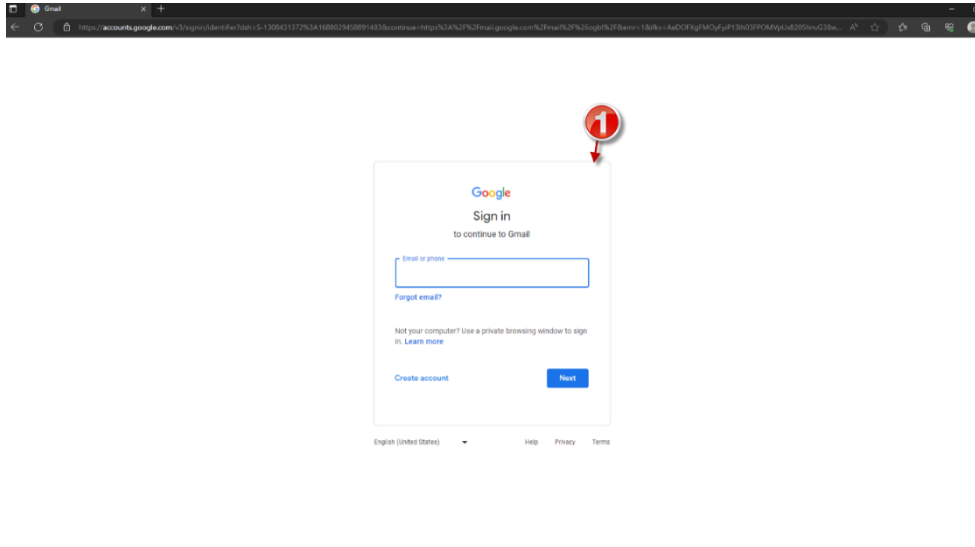
9. Click OK to finish.



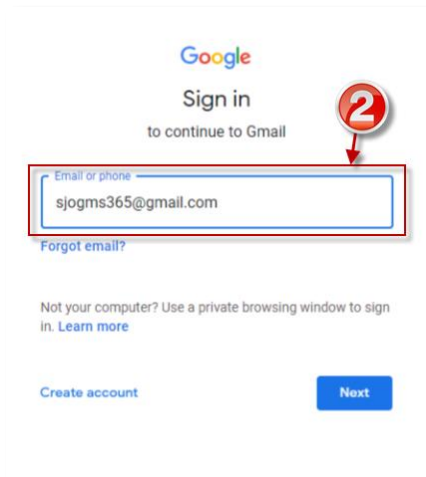


## Step 2: Add iCal to Google Calendar

1. Go to your Gmail account.



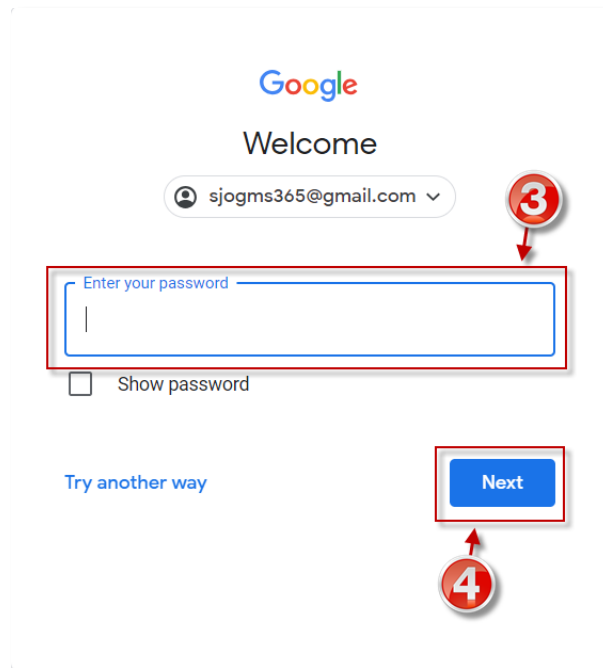
2. Enter your Gmail account.



Please note: the above Gmail account is for testing only, please do not email this account.

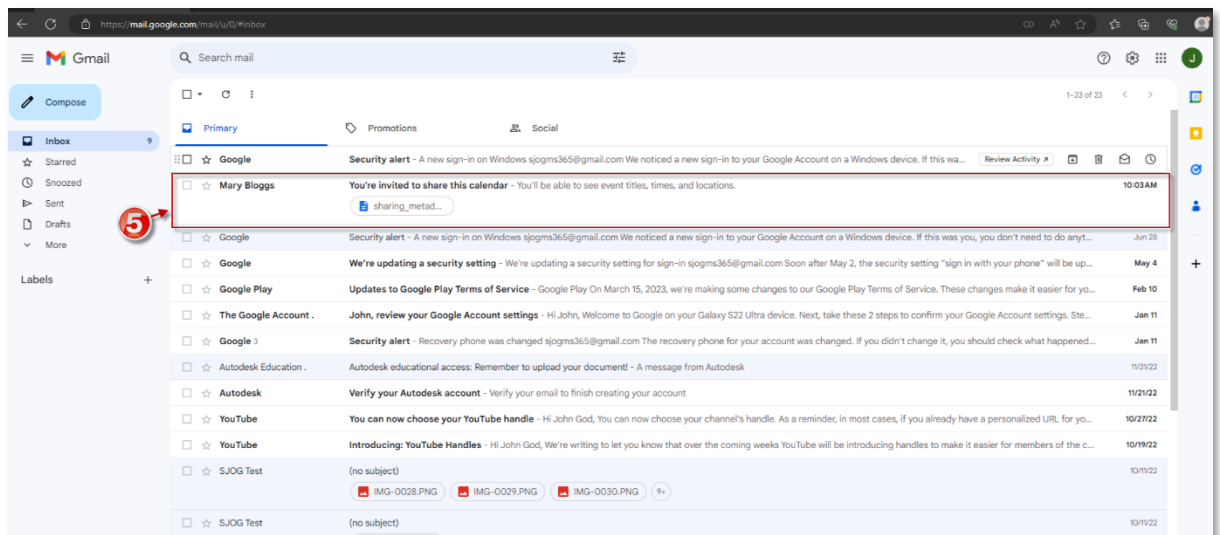


3. Enter in your Gmail password.



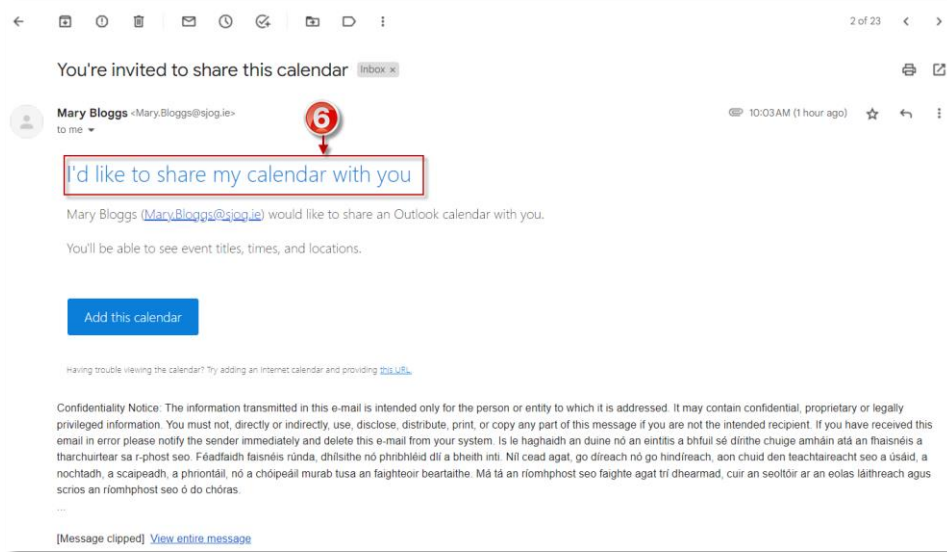
4. Click Next.

5. When you log into your Gmail account, you will see the email containing the link we need to setup iCal.

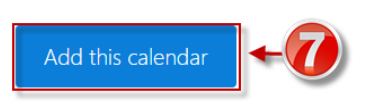




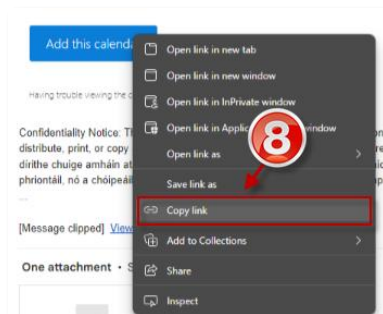
6. Open the email.



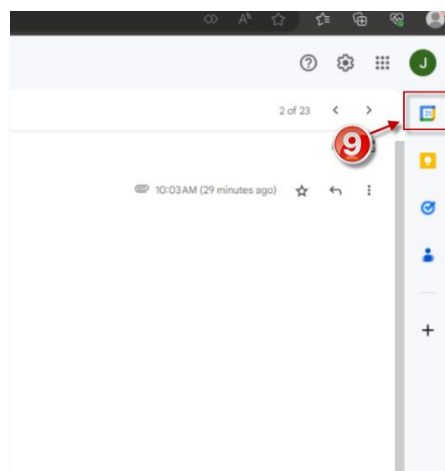
7. Using your mouse right click on Add this calendar.



8. Click on Copy link.

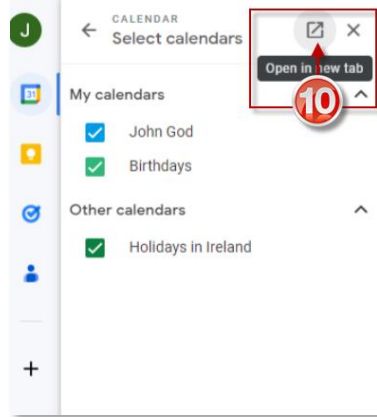


9. Select Google Calendar.

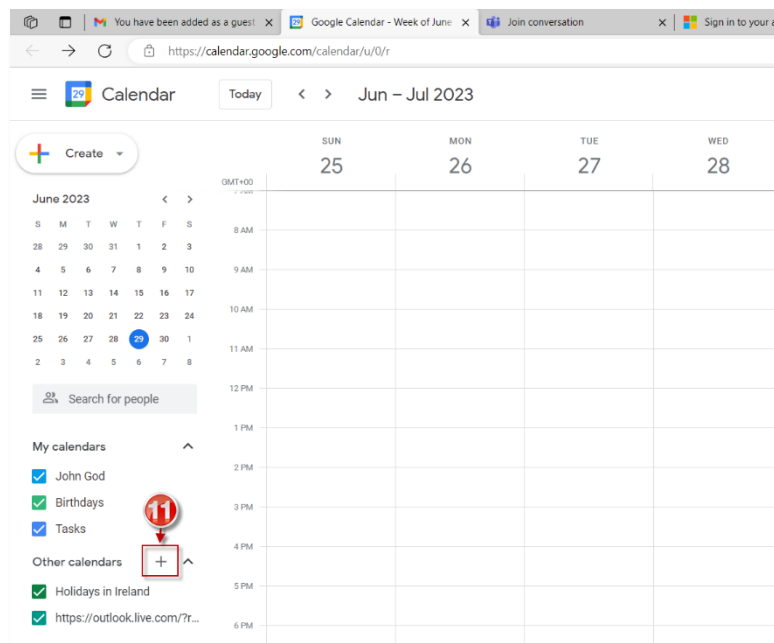




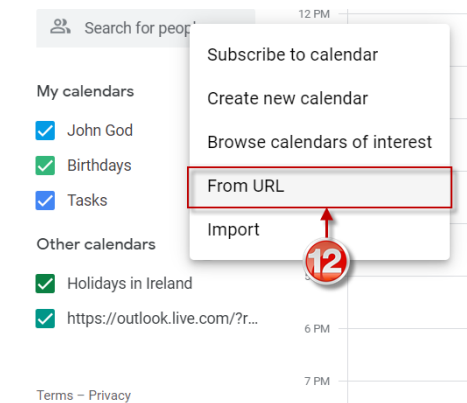
10. Click on Open in new tab.



11. Click on the add icon.

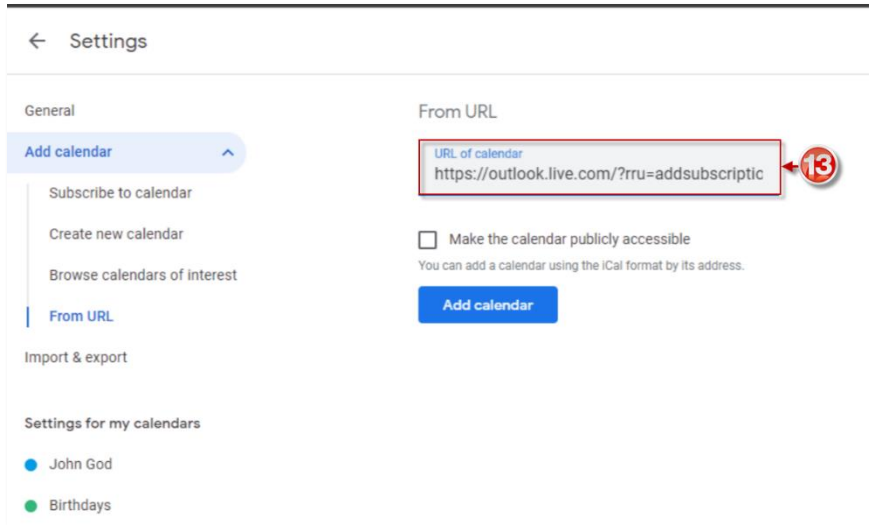


12. Click on from URL.

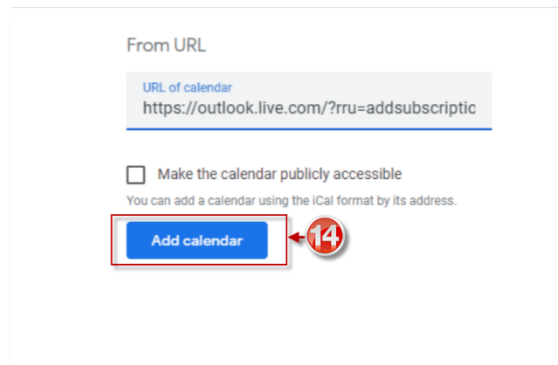




13. Paste the URL that was copied above in the URL of calendar box.



14. Click Add calendar.



15. You will now see the iCal added to your Google calendar.

