

Adding the “School Counseling PD & Drop-In Support Calendar” to Your Own Google Calendar

Use this procedure to add the School Counseling PD & Drop-In Support Calendar as a clickable toggle on your own Google Calendar (or any public calendar)

1. On your computer, open [Google Calendar](#).
2. On the left, next to "Other calendars," click Add   From URL.
3. Enter the [calendar's address](#).
 - a. **The School Counseling PD & Drop-In Support Calendar link (make sure you click directly on the link, don't copy and paste the URL)**
<https://calendar.google.com/calendar/u/0?cid=Y19kaGZhNXRjMnBvaGl5anFjNnN2MGMzc3R2OEBncm91cC5jYWxlbnRhci5nb29nbGUuY29t>
4. Click Add calendar. The calendar appears on the left side of your screen, under "Other calendars."

Tip: It might take up to 12 hours for changes to show in your Google Calendar.

SUBSCRIBE TO SOMEONE'S GOOGLE CALENDAR

You can view someone else's calendar if they've shared it with you. You can also request access if they haven't shared their calendar with you yet.

Important: You can only search for a calendar you'd like to subscribe to when you use Google Calendar on a computer or mobile browser.

Use an email address to subscribe to a calendar

Step 1: Ask to view a calendar

1. On your computer, open [Google Calendar](#).
2. On the left, next to "Other calendars," click Add   Subscribe to calendar. If the calendar has been shared with you, you'll get an email.
3. In the "Add calendar" box, enter the person's email address, or select one from the list.
4. Press Enter.
5. Depending on whether their calendar is shared, one of the following happens:
 - If the calendar isn't shared with you, we'll prompt you to request access.
 - If the calendar is already shared with you, their calendar will be added on the left side under "Other calendars."
 - If the other person doesn't have a Google Calendar, we'll prompt you to invite them to use Google Calendar.

[See how to subscribe to a calendar you don't own](#)

Step 2: (Optional) Get approval from the other person

If a calendar you've requested isn't shared with you, the calendar's owner gets an email requesting access.

To accept your request, the other person should:

1. On a computer, open the email you sent requesting access.
2. Click the link in the email.
3. In the Settings page that opens, make sure the person is selected, and [choose a permission setting](#).
4. Click Send.

Tip: After the other person accepts your request, you get an email with a link to "Add this calendar." Once you add the calendar, it appears on the left under "Other calendars." If the calendar doesn't appear, refresh the page.

HIDE SOMEONE ELSE'S CALENDAR

1. On your computer, open [Google Calendar](#).
2. On the left, under "Other calendars," uncheck the calendar you want to hide.

Tip: If you don't want to permanently remove a calendar from your list, you can also [unsubscribe from it](#). To restore access to the calendar, subscribe to the calendar again.

Source: [Subscribe to someone's Google Calendar - Calendar Help](#)