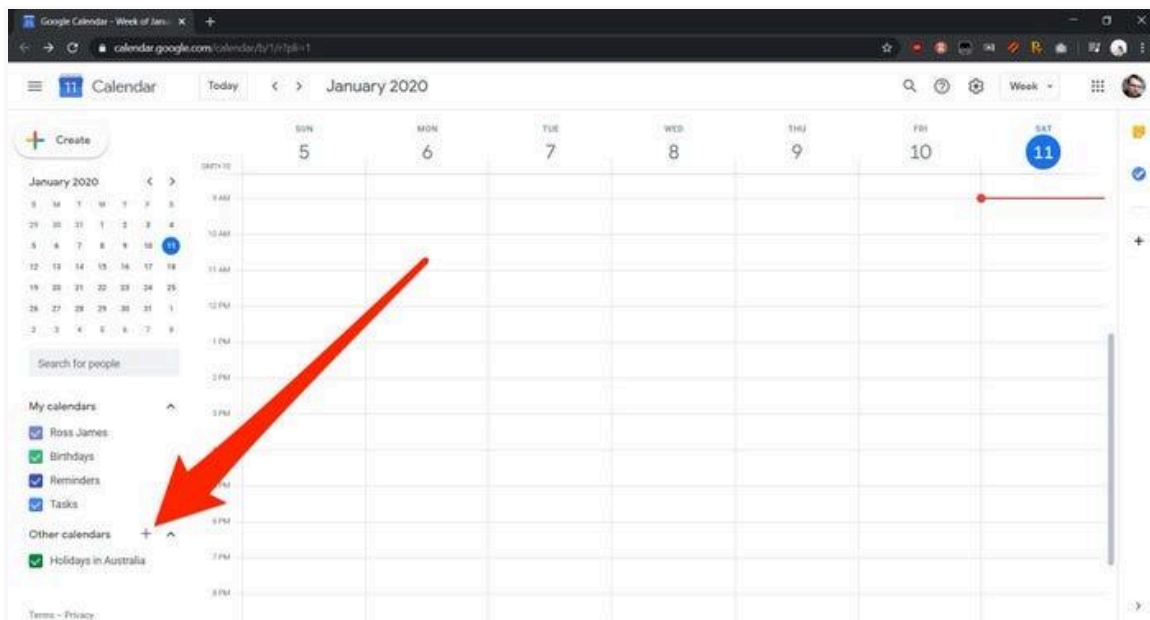


How to subscribe to a Google Calendar

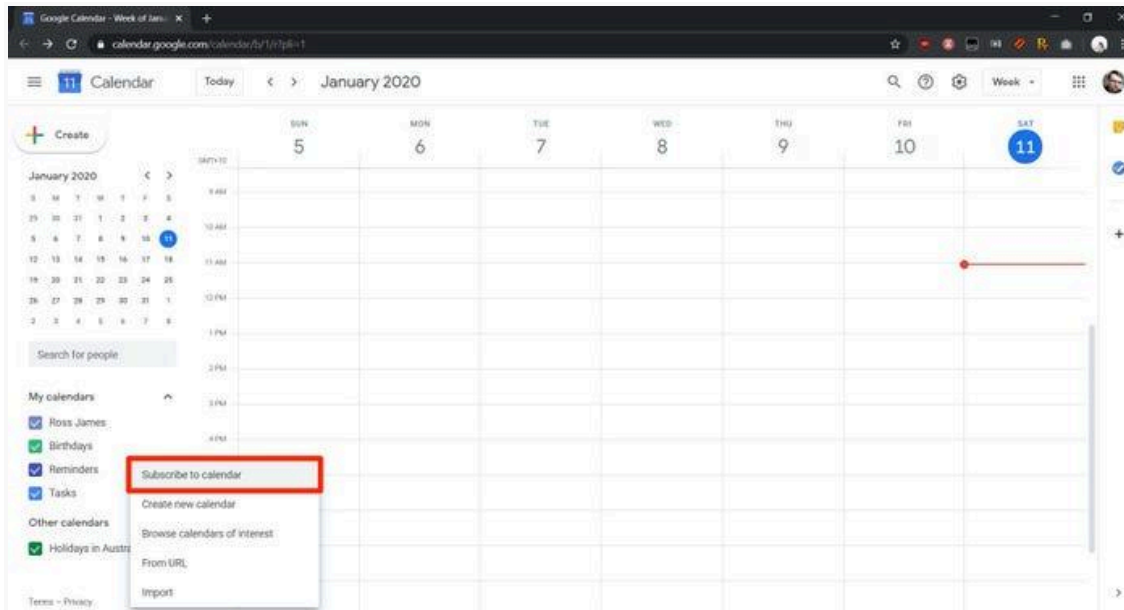
Images From Business Insider

- Open your E&H Google Calendar in your browser and log in if you haven't already.
- At the bottom-left, there should be a section titled "Other calendars." Click the plus symbol (+) next to this title.



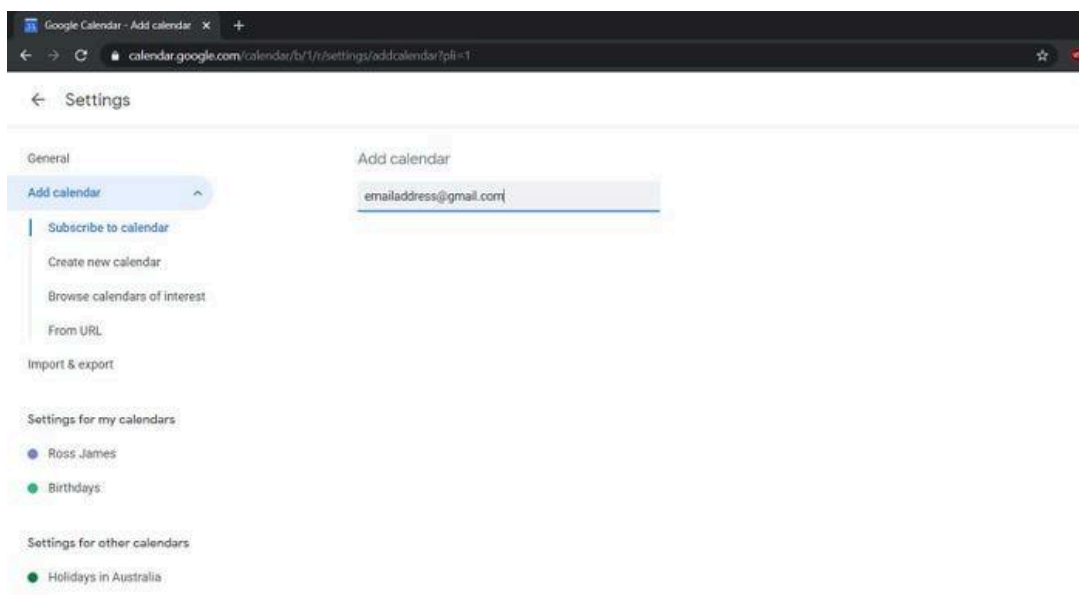
Google Calendar will work in any major browser, as long as you have an email registered with Google, which all @emoryhenry.edu addresses are.

- Select "Subscribe to calendar" from the pop-up menu.

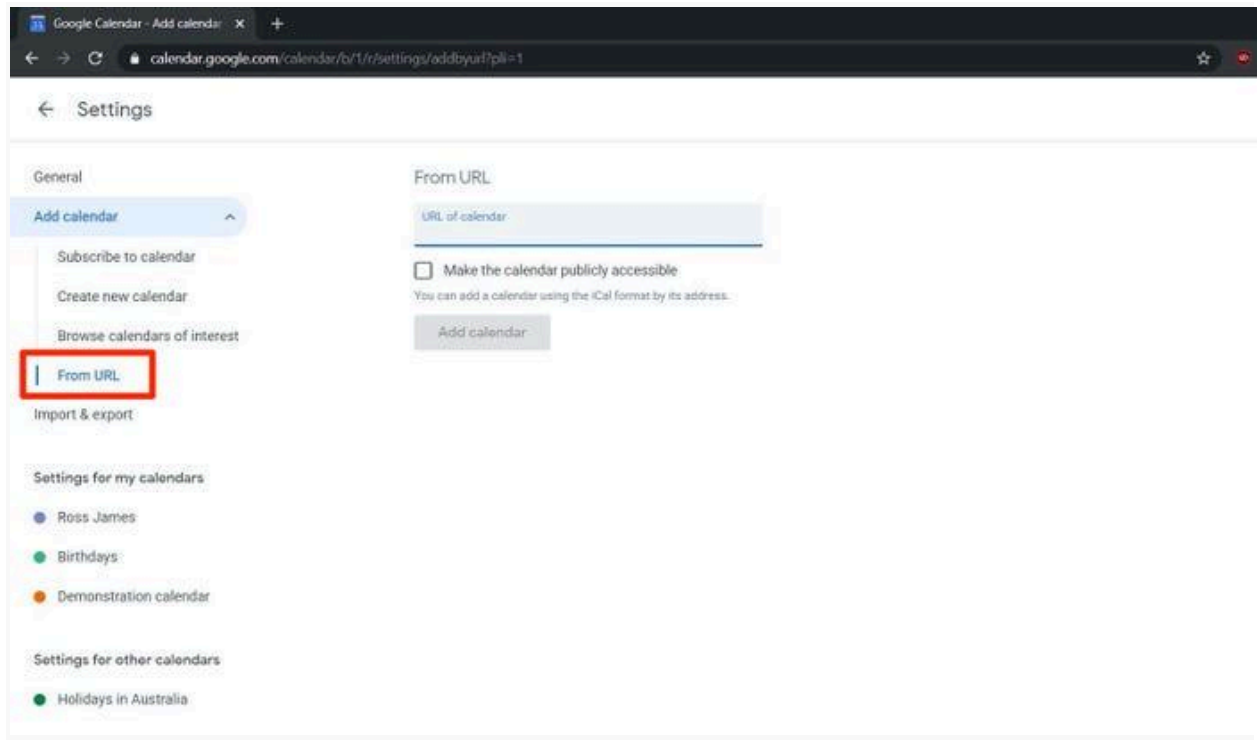


Click the plus icon and select "Subscribe to calendar."

- You'll be brought to a new screen that's entirely blank except for a search bar labeled "Add calendar." Click this search bar and enter someone's email address, or Calendar Title into the field, and then hit the "Enter" or "Return" key on your keyboard.
 - The title for the PreHealth Calendar is: **“Pre-Health Events”**



- If you've been given the URL of a shared calendar, instead select "From URL" on the toolbar to the left, and enter it into the text field of this menu.
 - PreHealth Calendar's URL is:
<https://calendar.google.com/calendar/u/o?cid=Y185aXFhYmQxcmcxNWl2dHFzYjZlYThxOG1pMEBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>



Enter the URL of a shared calendar into this text field. Ross James/Business Insider

- You can also share calendars that you've created. People can subscribe to your calendar in the exact same way that you did above, or you can send them a direct link to it.