

# Share your Personal Google Calendar with your Stony Brook Google Account

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## In this document, you will learn how to:

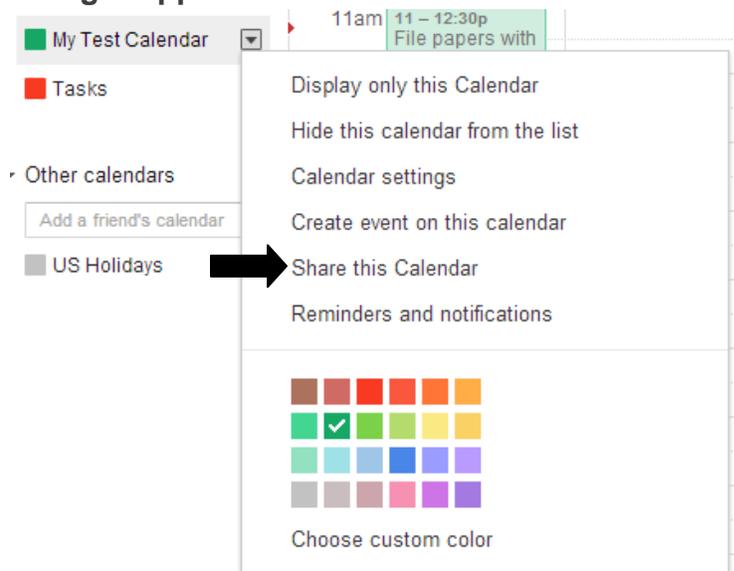
1. Share your personal Google Calendar with your Stony Brook University Google Apps for Education Account
2. Sort and view multiple Google Calendars at once
3. Customize your Google Calendar and embed it using HTML

## About Google Calendar...

Google Calendar is a great time-management resource that can help you stay organized and plan your future! Google Calendar allows you to create events, invite your friends and see a comprehensive guest list! With Google Calendar, you can be a fast and efficient meeting scheduler or party planner!

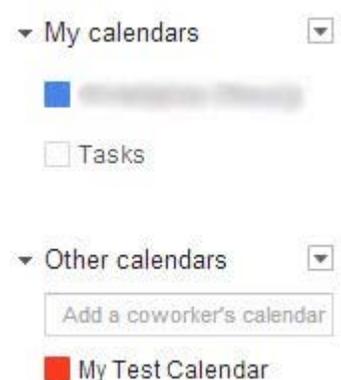
## Share your Personal Google Calendar with your Google Apps for Education account

1. First, log into your *personal* Google Calendar account ([www.google.com/calendar](http://www.google.com/calendar)) with your *personal* Google username and password
2. Next, click the drop-down menu next to the Google Calendar you wish to share and choose **Share this Calendar**
3. Under the **Share with specific people** section, enter your Stony Brook University EPO address ([Firstname.Lastname@stonybrook.edu](mailto:Firstname.Lastname@stonybrook.edu))
4. Choose what permissions you want to set for your Google Apps for Education account
  - **Make changes AND manage sharing** will allow the account you share your calendar with to edit your events and share your calendar with others
  - **Make changes to events** will allow the account you share your calendar with to edit your events
  - **See all event details** will allow the account you share your calendar with to view your calendar events
  - **See only free/busy (hide details)** will allow the account you share your calendar with to see when you are free/busy (no event details will be disclosed)
5. Once you have selected the desired permissions, click **Save** 



## Sort your Google Calendars

1. Once you have shared your *personal* Google Calendar, log into your Stony Brook University Google Apps for Education account ([www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)) using your NetID and NetID password
2. Look for the email notification from your *personal* Google account before proceeding
3. Choose **Calendar** from the gray navigation bar at the top of your screen
4. The Google Calendar associated with your Google Apps for Education account will appear under **My calendars** and the calendar you have shared from your *personal* Google account will appear under **Other calendars**
5. Clicking the name of a particular calendar will show/hide that calendar
  - When the box to the left of the calendar name is filled in, the calendar is visible
  - When the box to the left of the calendar name is white, the calendar is hidden



## Customizing your Google Calendar

1. Once you are logged into your Google Calendar, click the small arrow  next to the calendar you want to customize
2. To change the display color of that particular calendar, click one of the color swatches from the menu that appears
3. To make other changes or to embed your Google Calendar, choose **Calendar settings**
4. To change the name, description or location of your calendar, fill in the appropriate fields and then click **Save**  to save your changes
5. To embed your calendar into a website (or even a Blackboard course), copy the embed HTML code from the box and then paste it into your website's HTML field