# Adding an App State Official Calendar to Google Calendar

## To add an App State Official Calendar to your Google Calendar

1. Log into Google Calendar through a web browser.
2. Click one of the links below to subscribe to the Calendar. When prompted in Google Calendar to add a calendar, click "Add".
   App State Academic Calendar
   App State Human Resources Calendar
   App State Athletic Calendar
3. You have now subscribed to the newly added App State Calendar. These calendars will show up in your Google Calendar under "Other Calendars". You can customize the calendar color and have the option to show or hide the new calendar as needed.

## Alternative Directions:

1. Log into your Google Calendar through a web browser.
2. In the left sidebar menu, find the "Other calendars" section.
3. Click the + symbol and then click "Subscribe to calendar".
4. In the "Add Calendar" box search for the calendar you want to add (Example: academiccalendar@appstate.edu). This will provide a list of all the available campus calendars including the Academic, Human Resources, and Athletics Calendar.
5. Select the calendar you want to add.
6. You will now see the calendar show up in your list of calendars under "Other calendars". You can customize the calendar color and have the option to show or hide the new calendar as needed.

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