How to Link a Connect Calendar with a Google Calendar!

Questions? Please e-mail connect@ramapo.edu.
Step 1: Log into Connect and click on the Drop-down button next to your name
Step 2: Click on the "Email Notifications" tab
Step 3: Check off the box that says "read busy times from my external Google calendar"
Step 4: Follow the Instructions below to share your private Calendar with Connect

- In a new tab, open your Google Calendar and please follow the instructions below:

1. In your **Google Calendar**, click on the menu to the right of the calendar you want to share.
Step 4: Follow the Instructions below to share your private Calendar with Connect

2. In the menu that opens, select the option **Calendar Settings** option.
Step 4: Follow the Instructions below to share your private Calendar with Connect

3. Scroll down to the **Private Address** field and select the **ICAL** button.

   - **Calendar Address:**
     - Learn more
     - Change sharing settings
   - **Private Address:**
     - Learn more
   - **Delete calendar:**
     - Permanently delete this calendar

4. Copy the private URL provided by Google and paste it in the related field in your Starfish profile.

   - **Private Address**

     Please use the following address to access your calendar from other devices:
     
     ```
     https://www.google.com/calendar/ical/ygold%40gmail.com/private-0d1929
     ```
Step 6: Go Back to Connect & Paste Your Link!

- Please place the copied URL in the white column under the unmarked box that says “Read busy times from my external Google calendar.”

**Important:** In order for this setting to take effect, you must share your private calendar link with Connect. [Click here](#) for further instructions.
Step 7: Save and Submit Changes

- After the link is pasted, please save these changes by clicking the “Submit” button at the bottom right of the screen.

If you have any further questions, please don’t hesitate to connect Tracey Bender at tpastori@gmail.com