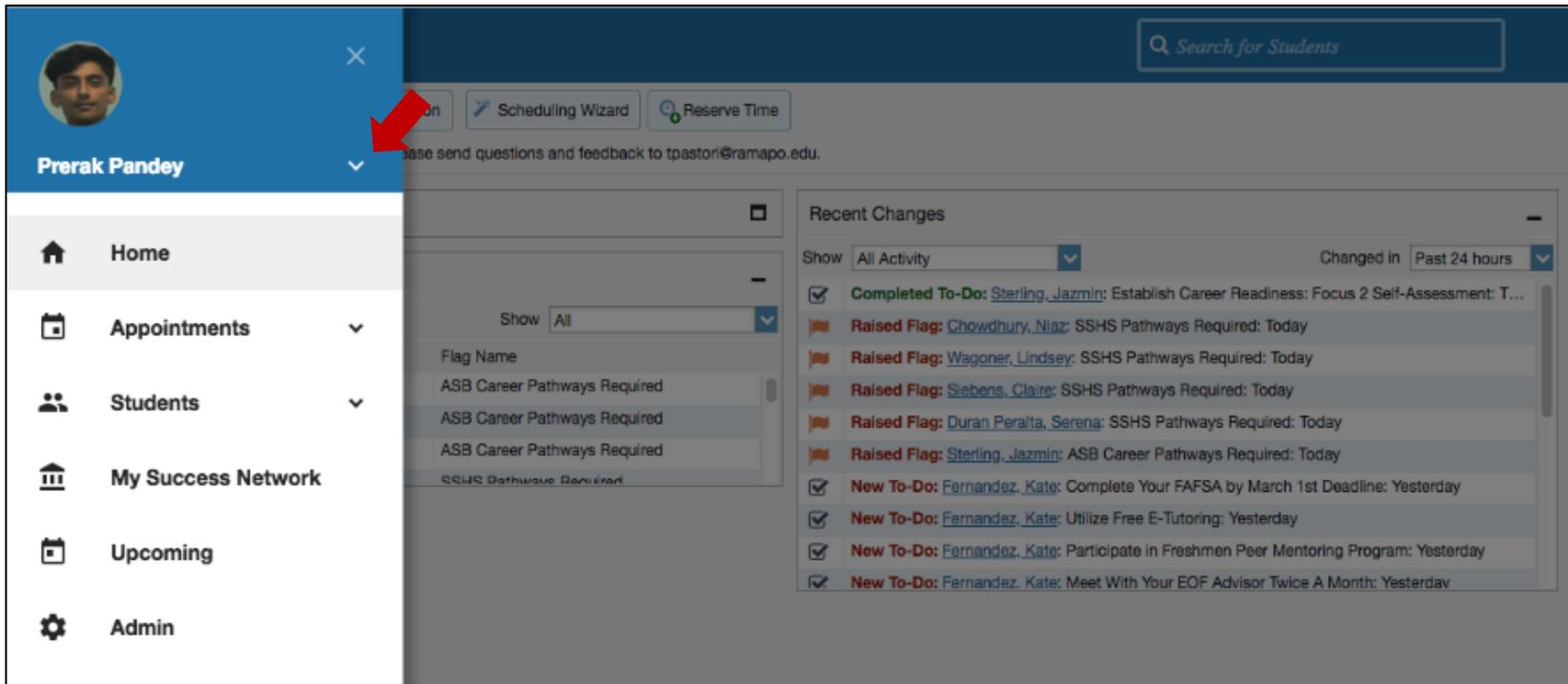




How to Link a Connect Calendar with a Google Calendar!

Step 1: Log into Connect and click on the Drop-down button next to your name



The screenshot displays the user interface of the Connect system. At the top left, a blue header bar contains a profile picture of Prerak Pandey, his name, and a close button (X). Below this, a navigation menu is visible with options: Home, Appointments, Students, My Success Network, Upcoming, and Admin. A red arrow points to a dropdown arrow icon next to the user's name. The main content area shows a search bar for students, buttons for 'Scheduling Wizard' and 'Reserve Time', and a 'Recent Changes' section with a list of activities and flags.

Prerak Pandey

- Home
- Appointments
- Students
- My Success Network
- Upcoming
- Admin

Search for Students

Scheduling Wizard Reserve Time

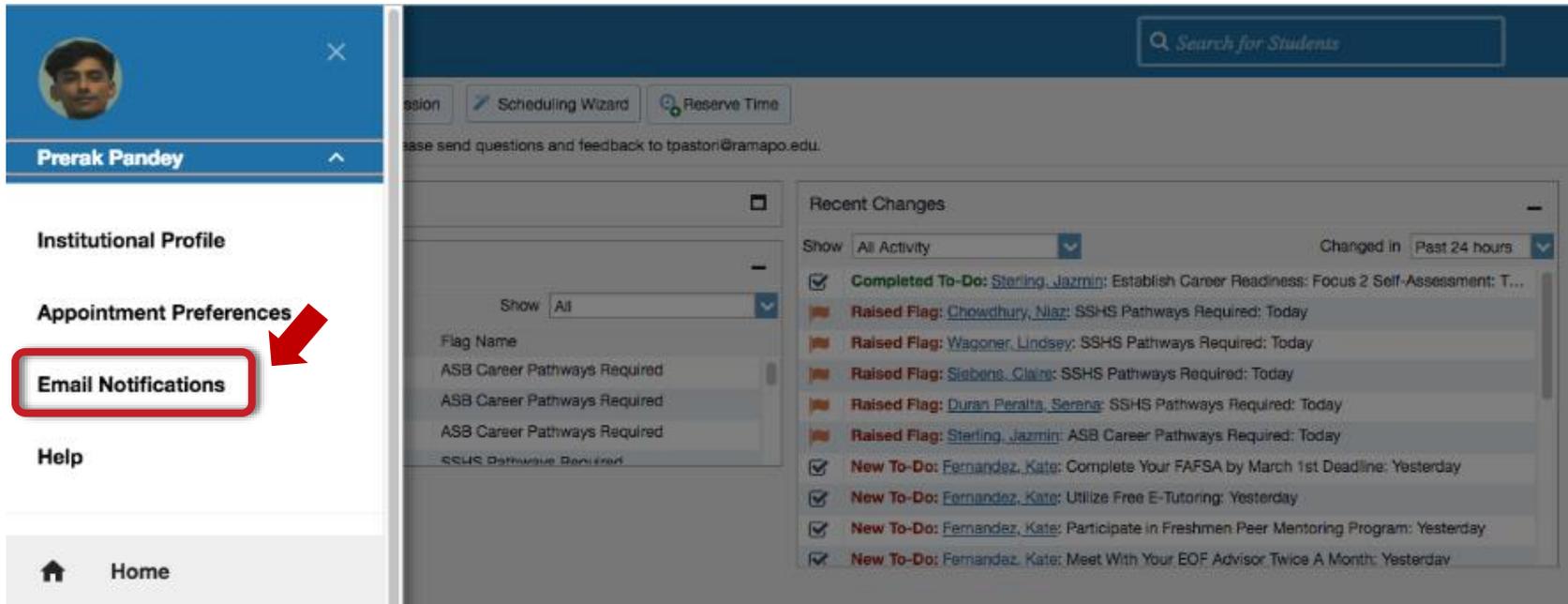
Please send questions and feedback to tpastori@ramapo.edu.

Recent Changes

Show All Activity Changed in Past 24 hours

- Completed To-Do: [Sterling, Jazmin](#): Establish Career Readiness: Focus 2 Self-Assessment: T...
- Raised Flag: [Chowdhury, Niaz](#): SSHS Pathways Required: Today
- Raised Flag: [Wagoner, Lindsey](#): SSHS Pathways Required: Today
- Raised Flag: [Siebens, Claire](#): SSHS Pathways Required: Today
- Raised Flag: [Duran Peralta, Serena](#): SSHS Pathways Required: Today
- Raised Flag: [Sterling, Jazmin](#): ASB Career Pathways Required: Today
- New To-Do: [Fernandez, Kate](#): Complete Your FAFSA by March 1st Deadline: Yesterday
- New To-Do: [Fernandez, Kate](#): Utilize Free E-Tutoring: Yesterday
- New To-Do: [Fernandez, Kate](#): Participate in Freshmen Peer Mentoring Program: Yesterday
- New To-Do: [Fernandez, Kate](#): Meet With Your EOF Advisor Twice A Month: Yesterday

Step 2: Click on the "Email Notifications" tab



The screenshot displays a user interface for a system. On the left is a sidebar menu for user Prerak Pandey, containing sections for Institutional Profile, Appointment Preferences, and Help. The 'Email Notifications' option is highlighted with a red box and a red arrow. The main content area features a search bar, navigation buttons for 'Scheduling Wizard' and 'Reserve Time', and a 'Recent Changes' section. The 'Recent Changes' section includes a filter for 'All Activity' and a 'Changed in' dropdown set to 'Past 24 hours'. Below these are several entries: a 'Completed To-Do' for Sterling, Jazmin; three 'Raised Flag' entries for Chowdhury, Niaz; Wagoner, Lindsey; and Siebens, Claire; and three 'New To-Do' entries for Fernandez, Kate.

Prerak Pandey

Institutional Profile

Appointment Preferences

Email Notifications

Help

Home

Search for Students

Scheduling Wizard Reserve Time

Please send questions and feedback to tpastori@ramapo.edu.

Recent Changes

Show All Activity Changed in Past 24 hours

- Completed To-Do: [Sterling, Jazmin](#): Establish Career Readiness: Focus 2 Self-Assessment: T...
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- Raised Flag: [Duran Peralta, Serena](#): SSHS Pathways Required: Today
- Raised Flag: [Sterling, Jazmin](#): ASB Career Pathways Required: Today
- New To-Do: [Fernandez, Kate](#): Complete Your FAFSA by March 1st Deadline: Yesterday
- New To-Do: [Fernandez, Kate](#): Utilize Free E-Tutoring: Yesterday
- New To-Do: [Fernandez, Kate](#): Participate in Freshmen Peer Mentoring Program: Yesterday
- New To-Do: [Fernandez, Kate](#): Meet With Your EOF Advisor Twice A Month: Yesterday

Step 3: Check off the box that says "read busy times from my external Google calendar"

Institutional Profile | Appointment Preferences | **Email Notifications**

NOTE: If you do not receive Connect email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Connect emails if this is the case.

Appointments Notifications

Planning Reminders: send me a separate email reminder for each appointment
 send one email reminder with all appointments
 don't send me an email reminder

Send Planning Reminders: 8:00 am the day of the appointments

Appointment Alerts: Send me an email 30 minutes before the start of an appointment

Send me an email with a calendar attachment for every:
 change to my appointments change to my Office Hours/Group Sessions

Success Network Updates: Send me a weekly status update about my Success Network

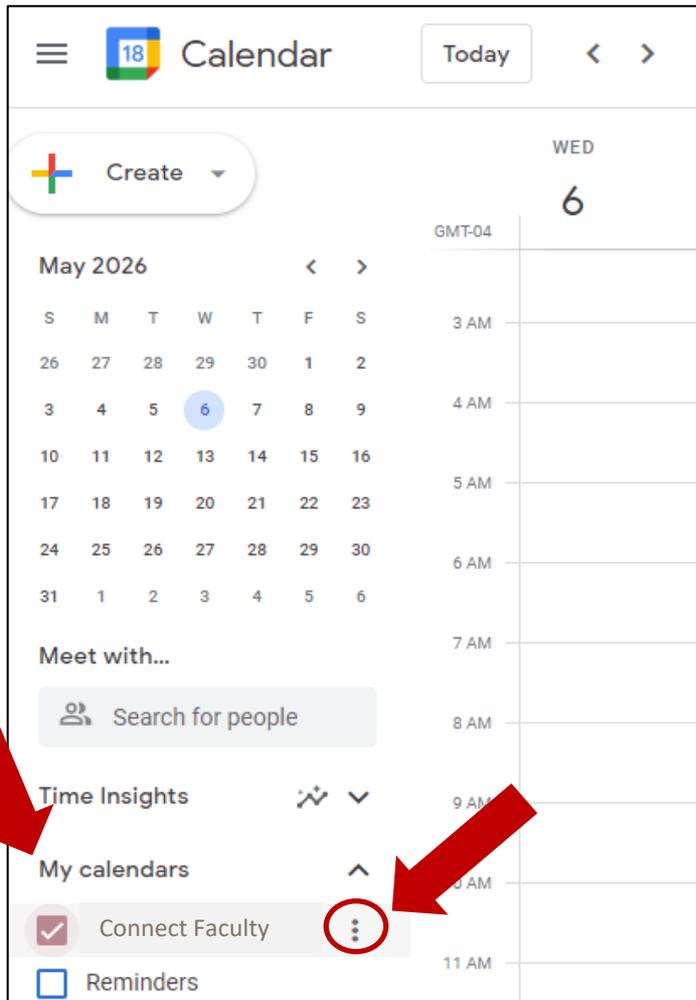
Read busy times from my external Google calendar

Paste your Google calendar link here:

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

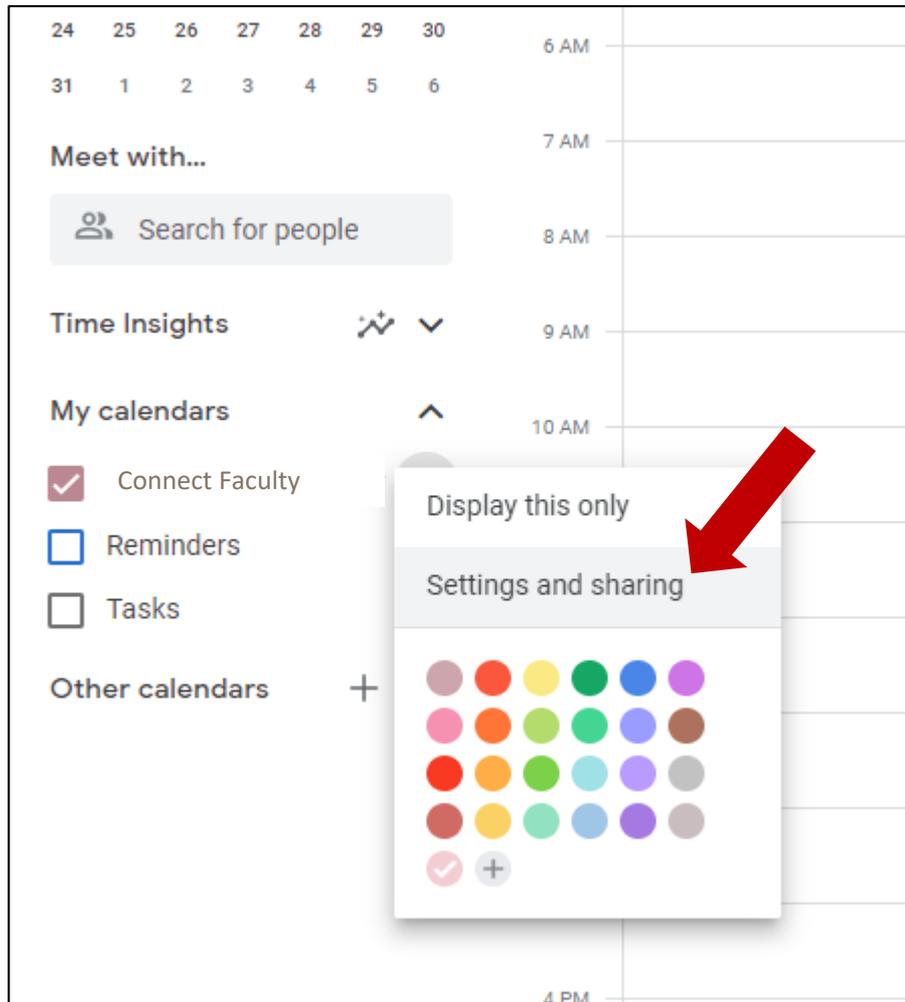
Step 4: Follow the Instructions below to share your private Calendar with Connect

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



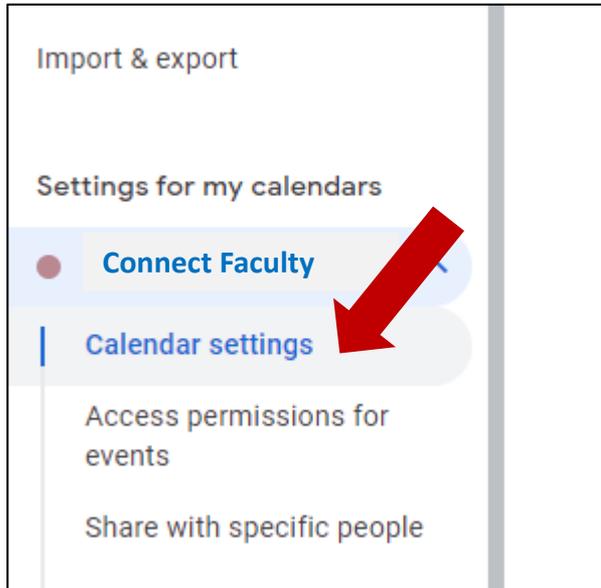
- In your Google Calendar, click the menu to the right of the calendar you want to share
- Access this menu by clicking on the three vertical dots

Step 4: Follow the Instructions below to share your private Calendar with Connect

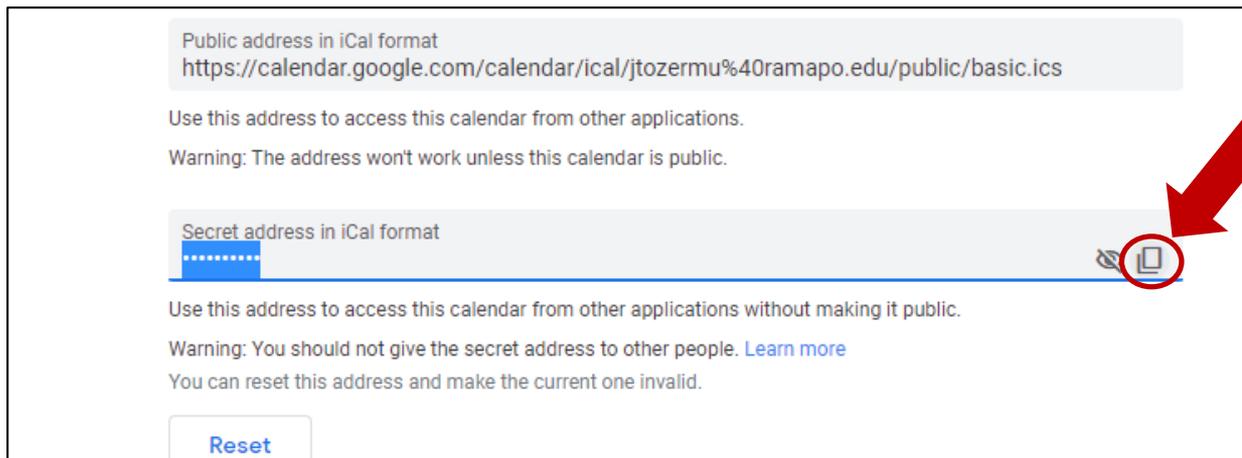


- Click **“Settings and Sharing”**

Step 4: Follow the Instructions below to share your private Calendar with Connect



- In the Calendar Settings Tab, Scroll down to the “**Secret Address in iCal Format**” section
- Click the “**copy**” button to the right of the address

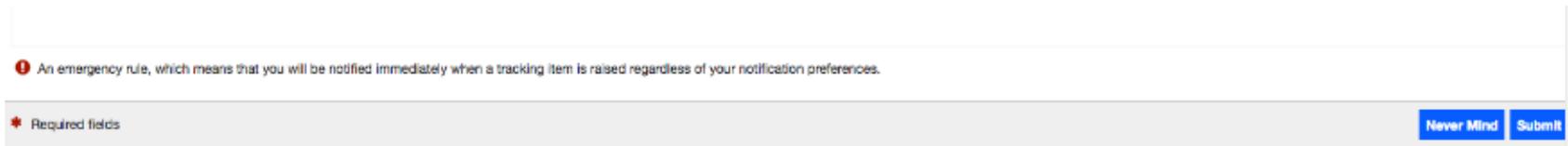


Step 5: Go Back to Connect & Paste Your Link!

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

Step 6: 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.



An emergency rule, which means that you will be notified immediately when a tracking item is raised regardless of your notification preferences.

* Required fields

Never Mind Submit

A screenshot of a web form interface. At the bottom right, there are two blue buttons: 'Never Mind' and 'Submit'. A red arrow points to the 'Submit' button. The form also contains a notification message and a 'Required fields' indicator.