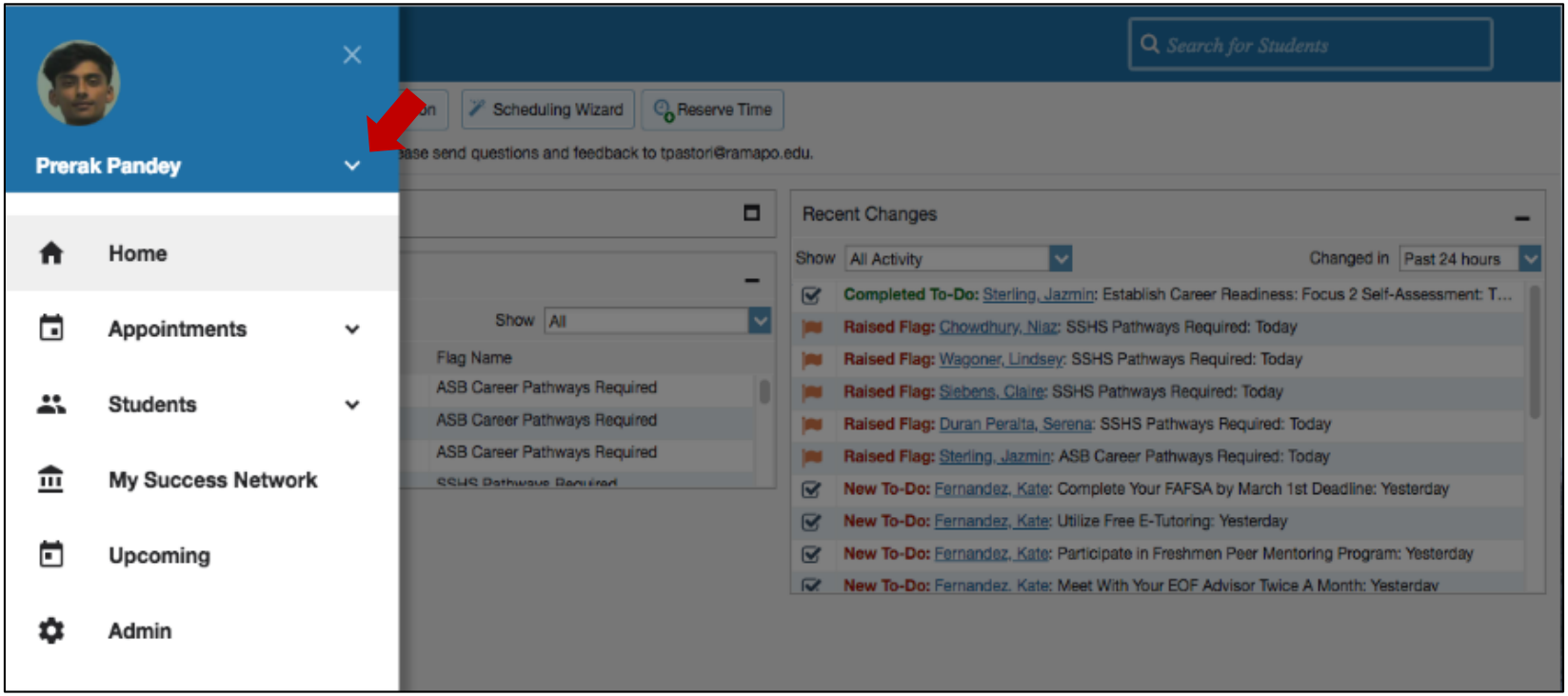
RAMAPO COLLEGE OF NEW JERSEY

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



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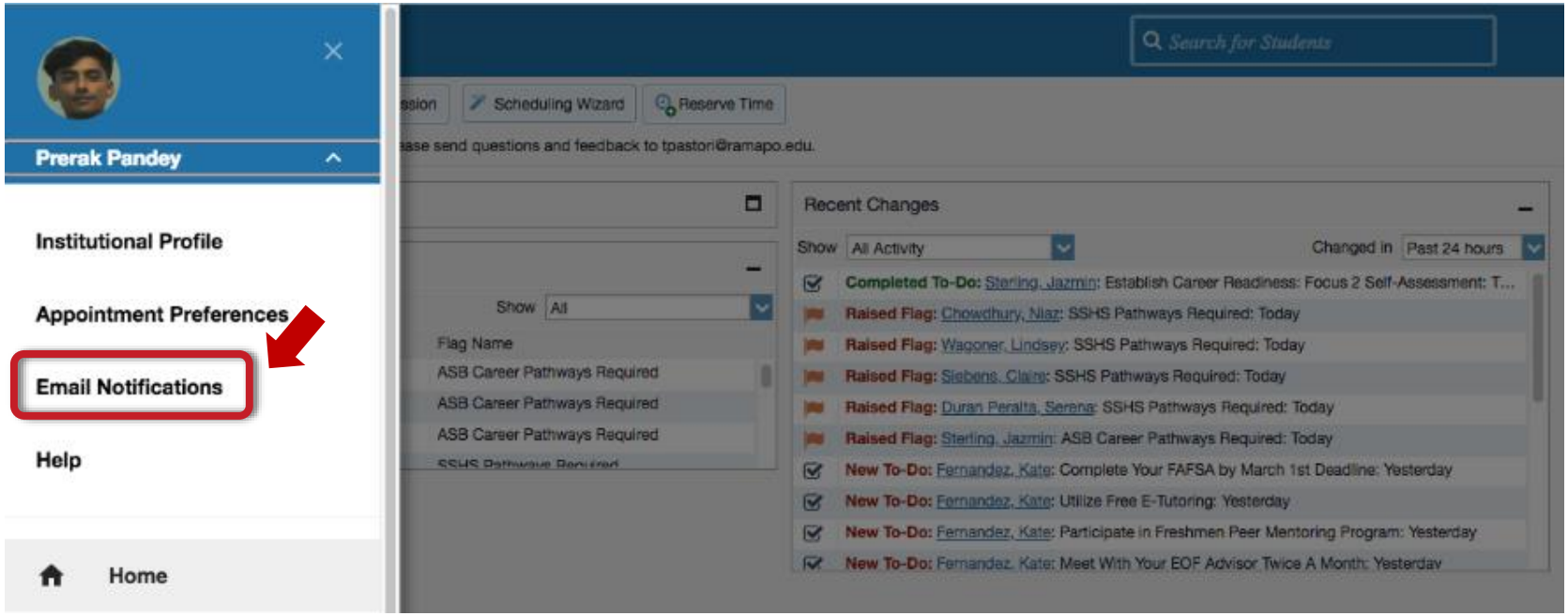
Step 2: Click on the "Email Notifications" tab



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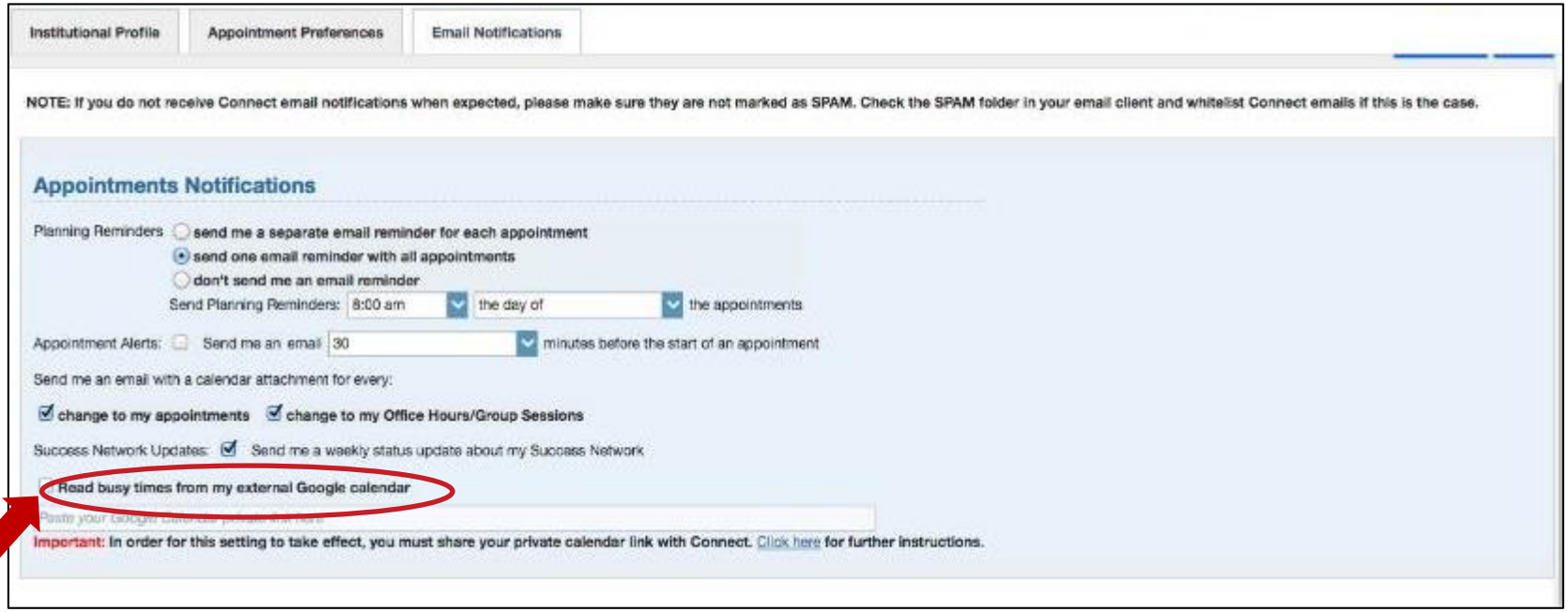
Step 3: Check off the box that says "read busy times from my external Google calendar"



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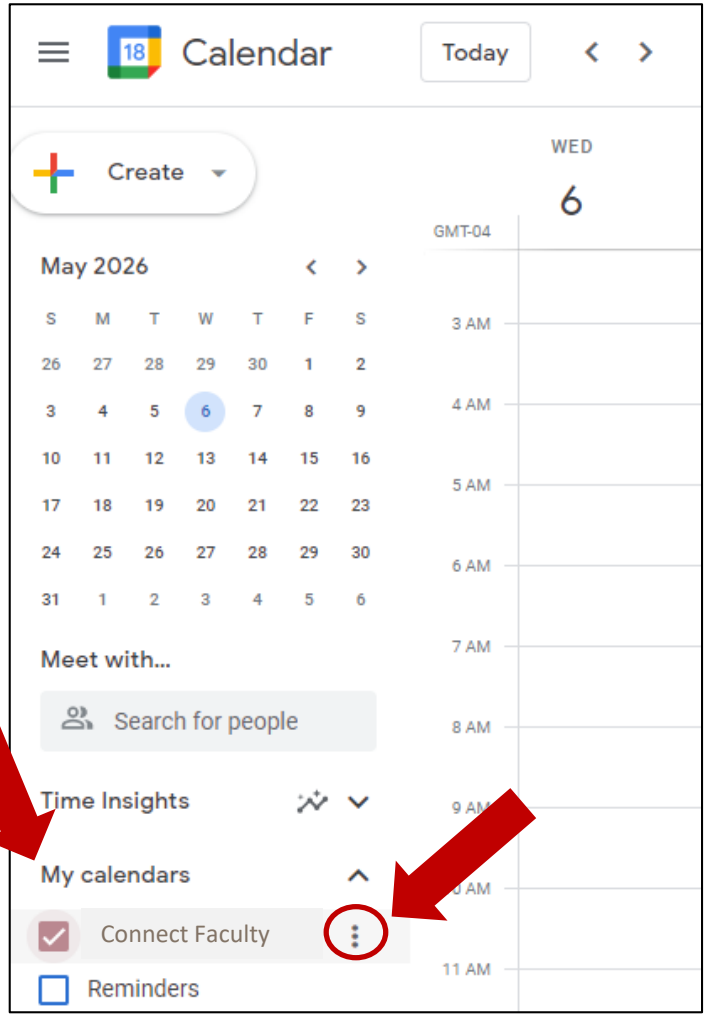
Step 4: Follow the Instructions below to share your private Calendar with Connect

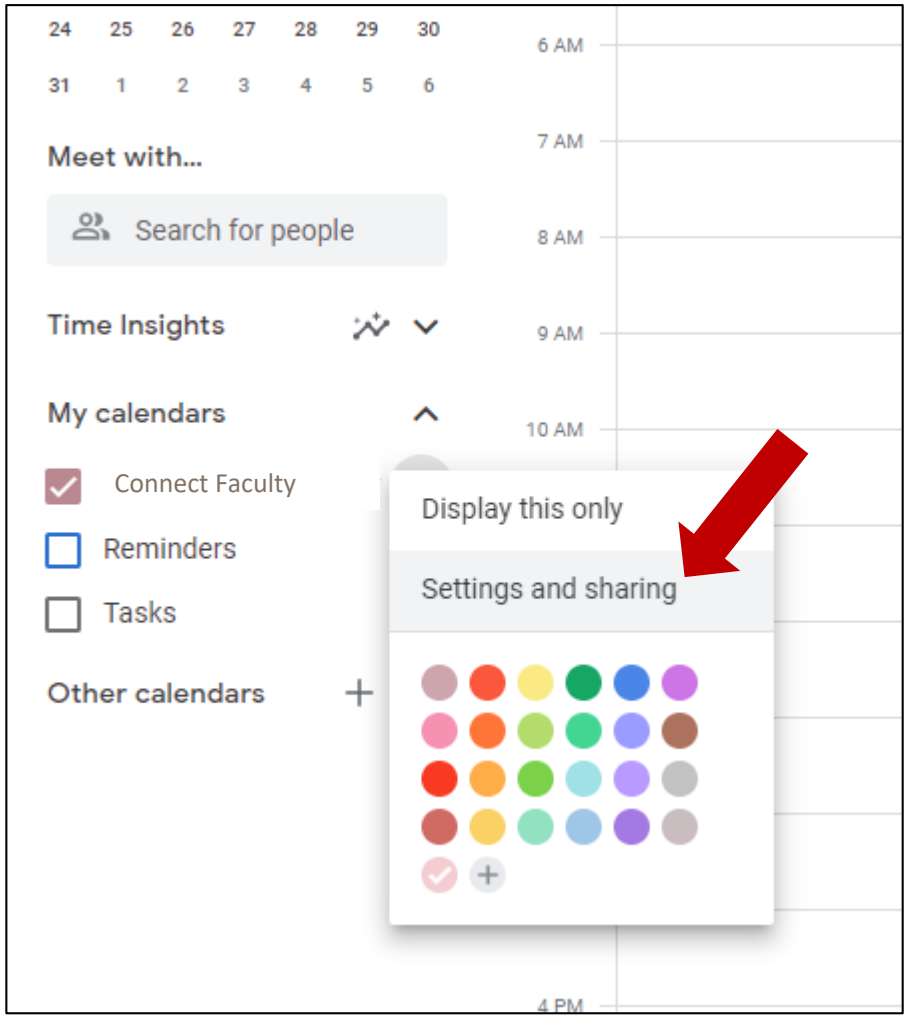
- In a new tab, open your Google Calendar and please follow the instructions below:



- In your Google Calendar, click the menu to the right of the calendar your want to share

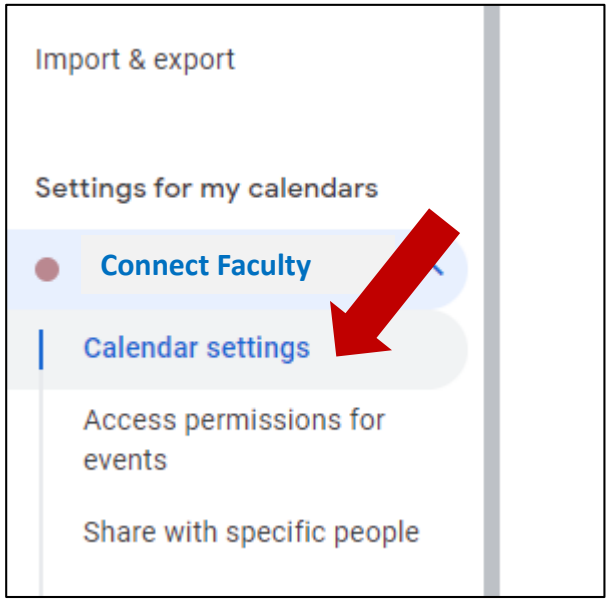
- Access this menu by clicking on the three vertical dots

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



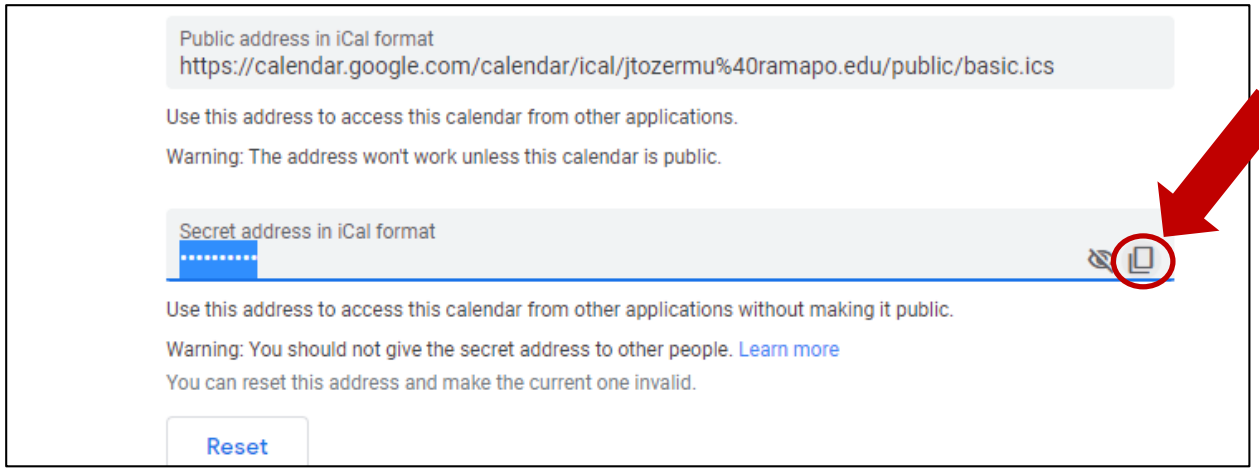
- Click "**Settings and Sharing**"

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.”

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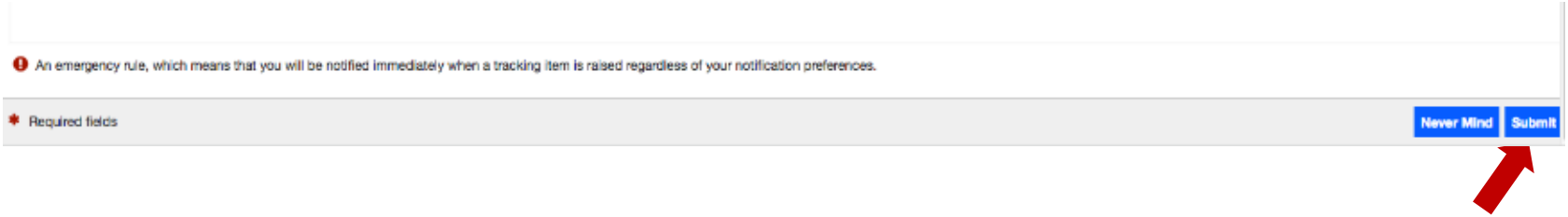
Step 6: Save and Submit Changes

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



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