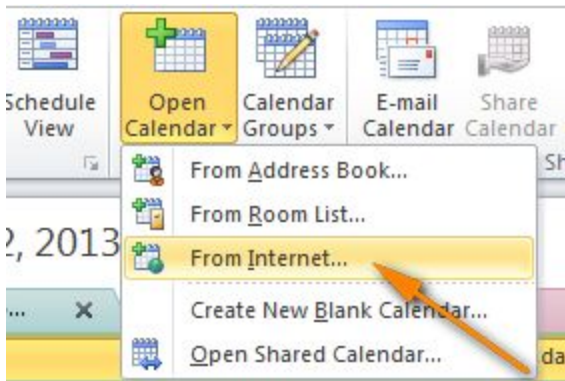


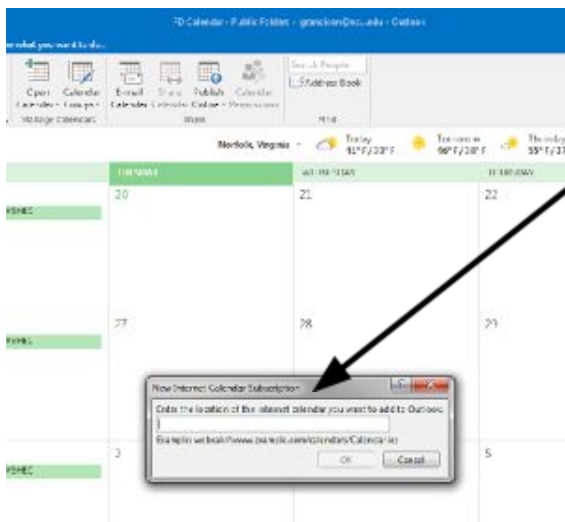
## HOW TO SYNCHRONIZE YOUR OUTLOOK CALENDAR WITH GOOGLE CALENDAR

Below are the directions on how to synchronizing with Outlook 2010, 2013 and 2016 on your desktop

1. This is the ical link to the Faculty Development google calendar  
<https://calendar.google.com/calendar/ical/nsu.facdev%40gmail.com/public/basic.ics>,
2. Open your Outlook and switch to *Calendar > Manage Calendars* ribbon group.
3. Click **Open Calendar** button and choose "From Internet..." from the drop down list.



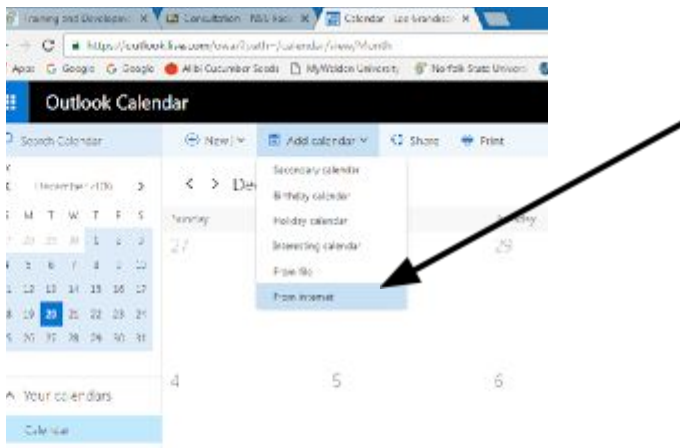
4. Copy and paste the google ical address into the new internet calendar subscription.



## HOW TO SYNCHRONIZE YOUR OUTLOOK CALENDAR WITH GOOGLE CALENDAR

Below are the directions on how to synchronizing with Outlook web mail

1. Log into your webmail
2. Click the calendar icon at the bottom left of the page
3. Go to add a calendar from the internet at the right of new on the top ribbon



4. Copy and paste the same ical weblink in *the link the calendar window* and hit save  
<https://calendar.google.com/calendar/ical/nsu.facdev%40gmail.com/public/basic.ics>,

