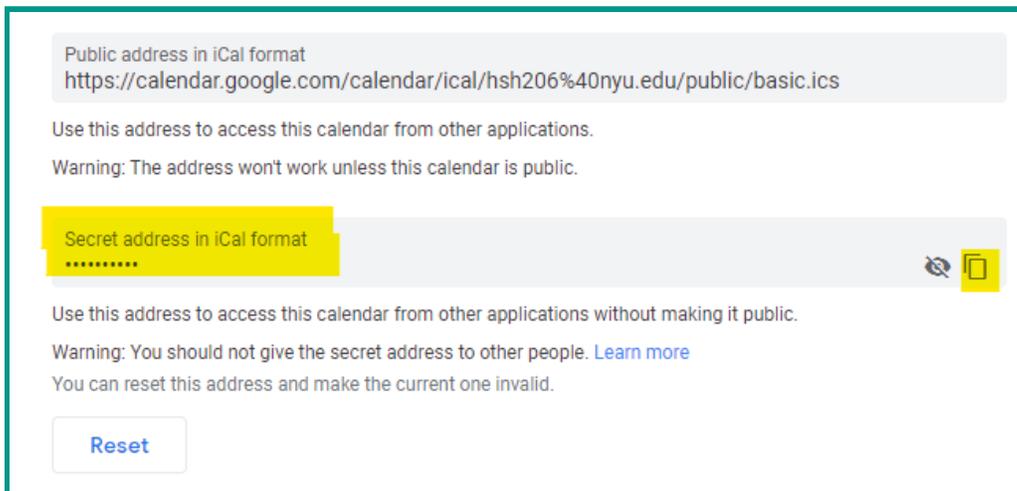
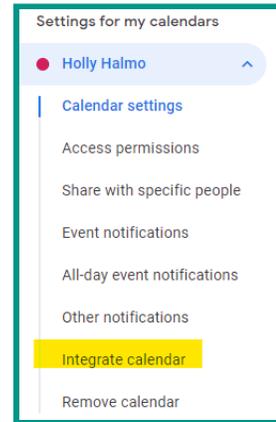
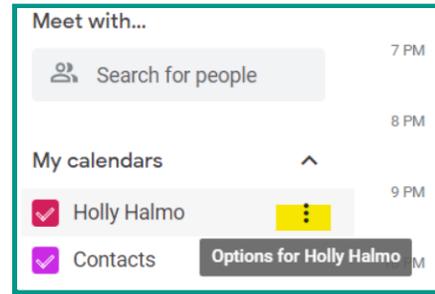




How to (Re)sync your GCal with NYU Connect

1. Get your “**Secret address in iCal Format**” from Google Calendar
 - a. Go to [NYU Google Calendar](#)
 - b. **Hover** over the name of the calendar you want to integrate - click the three dots that appear, then **Settings and Sharing**
 - c. Click **Integrate Calendar**
 - d. Click the **Copy icon** on the far right of **Secret Address in iCal format**



- e. You will get a warning to not share your calendar - don't worry! You are sharing with with an internal system.
 - f. Click **OK**.
 - g. Link is copied!
2. [Log into NYU Connect](#)
3. Click the hamburger menu and then arrow next to your name. Select **Appointment Preferences**.





To Sync

4. **Check the box** to Allow NYU Connect to read busy times from my Google Calendar
5. **Paste the link** you copied from GCal
6. Click **Save Changes** in the lower right corner
7. **Wait** until the confirmation popup appears before navigating away from the page (will be just a few moments)
8. Let the system start collecting data from GCal. **You should start to see your appointments from GCal within five (5) minutes.** The full sync will take about an hour for events in future weeks to fully display.

A screenshot of the "External Calendar Sync" interface. It shows a section for "External Calendar Sync" with a sub-section for "Google Calendar Sync". There is a warning icon and text: "Important: You must share your private calendar link below with NYU Connect. Click here for further instructions." Below this is a checkbox labeled "Allow NYU Connect to read busy times from my Google Calendar" which is checked. Underneath is a text input field labeled "Paste Google Calendar Link" containing the URL: "https://calendar.google.com/calendar/ical/jdl299%40stern.nyu.edu/private-fr".

External Calendar Sync
Sync busy times **from** your External Calendar **to** your NYU Connect Calendar

Google Calendar Sync
⚠ Important: You must share your private calendar link below with NYU Connect. [Click here](#) for further instructions.

Allow NYU Connect to read busy times **from** my Google Calendar

Paste Google Calendar Link

To Resync

4. **Delete** the Google calendar link already there
 - a. *Note! Do not copy and then paste this link back in as a "resync" - it will not do the trick! You must get the new/latest link from GCal from step 1 above.*
5. **Uncheck the box**
6. Click **Save Changes**
7. **Wait** until the confirmation popup disappears
8. **Check the box** to Allow NYU Connect to read busy times from my Google Calendar
9. **Paste the link** you copied from GCal
10. Click **Save Changes** in the lower right corner
11. **Wait** until the confirmation popup appears before navigating away from the page (will be just a few moments)
12. Let the system start collecting data from GCal. **You should start to see your appointments from GCal within five (5) minutes.** The full sync will take about an hour for events in future weeks to fully display.