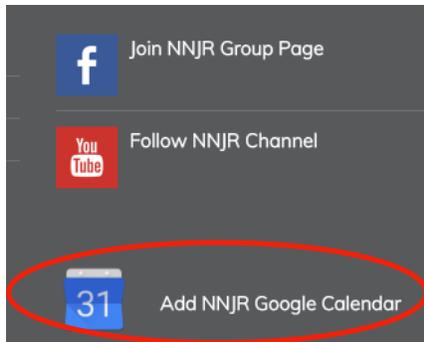


## Using the NNJR-PCA Shared Google Calendar.

### Adding the Google Calendar to your current Google Calendars.

If you are a current user of Google Calendar you can access our shared calendars by adding a link to your current Google Calendar. If you don't know if you have a Gmail based email, just click this icon **Add NNJR Shared Calendar** icon on the bottom of the [NNJR-PCA.com](http://NNJR-PCA.com) homepage.

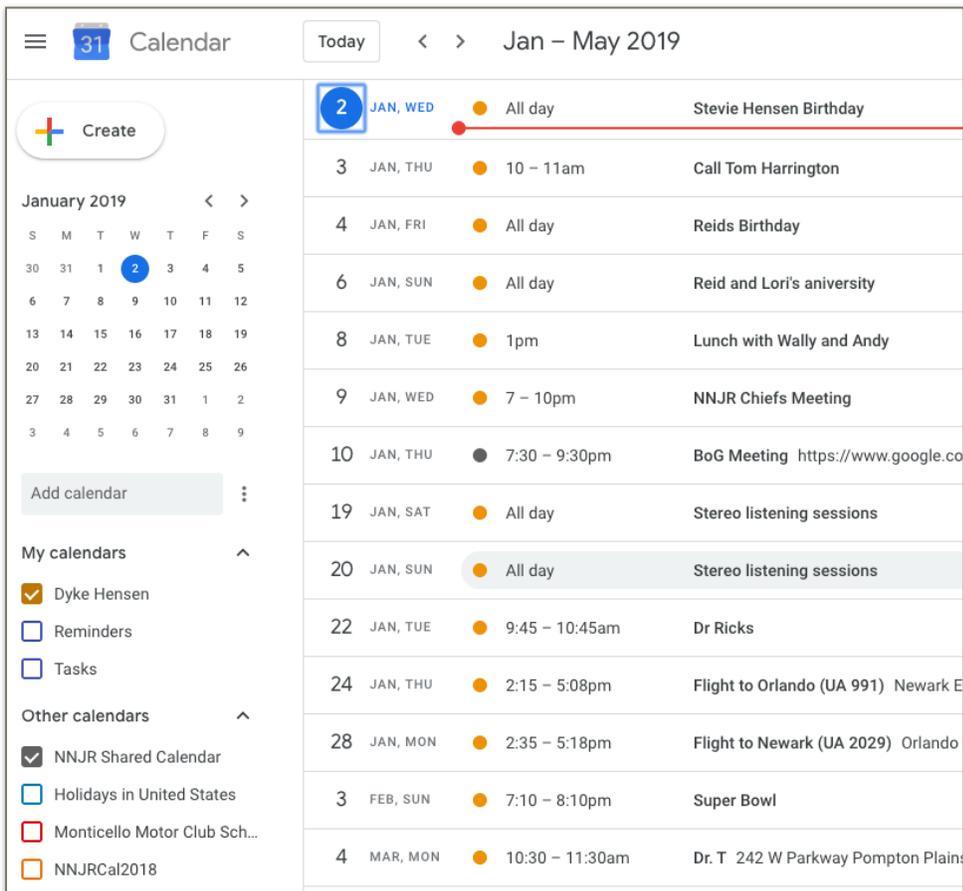


If the calendar shows up in your browser - you do. If you have an Android phone try this link from your phone, it should work.

### [Adding a public calendar to you Google Calendar.](#)

The link to the shared calendar you will be asked to provide is here [Add NNJR Google Calendar](#).

If you have Google based email system, you should see a screen that looks like this.



You can simple check the NNJR Google Calendar box, and all NNJR events will be viewable in your combined Google Calendar. By default, you will be able to view all the events but will not be given post or update privileges.

### **3rd party calendar integration (sync).**

If you do not have access to a Google-Gmail account, you cannot access the Google Calendar program directly, but this doesn't block you from integrating the NNJR calendar events into your preferred calendar system.

Google Calendar can be linked to other calendar systems such as Apple's iCal, Microsoft Outlook and others. Below are two links that provide step by step instructions for setting up your Apple or Outlook Calendar to automatically sync with the NNJR calendar.

#### [Apple Calendar](#)

When you are prompted for a iCal address...copy and paste the below link.

[https://calendar.google.com/calendar/ical/nnjr-pca.com\\_0t3u764jfde4svq9p1s7n3dqbo%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/nnjr-pca.com_0t3u764jfde4svq9p1s7n3dqbo%40group.calendar.google.com/public/basic.ics)

#### [Microsoft Outlook](#)

When you are prompted for a iCal address...copy and paste the below link.

[https://calendar.google.com/calendar/ical/nnjr-pca.com\\_0t3u764jfde4svq9p1s7n3dqbo%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/nnjr-pca.com_0t3u764jfde4svq9p1s7n3dqbo%40group.calendar.google.com/public/basic.ics)

When you are prompted for an "iframe" address use this link

If you are interested in syncing the **NNJR Shared Calendar** with other calendar systems, we may be able to provide information but we will not provide ongoing support. If you plan to integrate the NNJR Google Calendar with your work calendar, PLEASE contact your IT support group to make sure you are not in violation of your company's security standards.