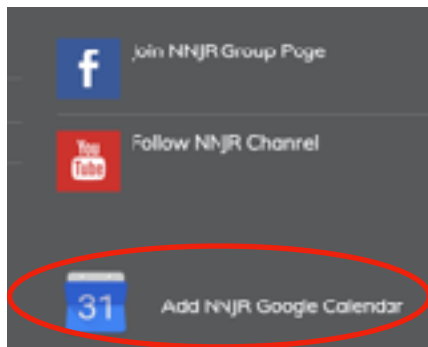


Using the NNJR-PCA Shared Google Calendar.

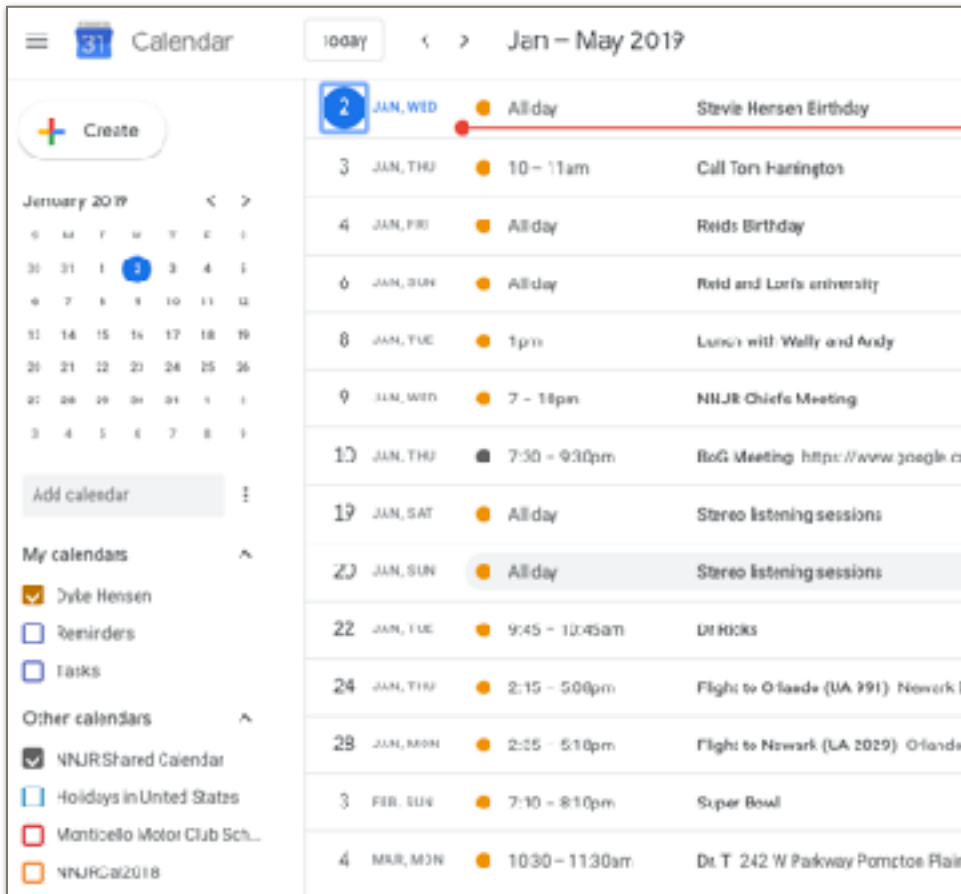
Adding the Google Calendar to your current Google Calendars, Microsoft Outlook and Apple iCalendar

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 have a Google based email, just click this icon **Add NNJR Shared Calendar** icon on the bottom of the NNJR-PCA.com homepage.



If the calendar shows up in your browser, you have access to Google's calendar system. If you have an Android phone it will work automatically. For more information on customizing your set up, click: [Adding a public calendar to you Google Calendar.](#)

You should see a screen that looks like this.



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 based email account, you cannot access the NNJ Google Calendar directly, but this doesn't block you from integrating the NNJR calendar events into your preferred calendar system.

Google Calendar can be synced 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.

Use this link for step by step by step instructions for syncing NNJR Google Calendar with Microsoft Outlook. [Microsoft Outlook](#)

Use this link for step by step instructions for syncing Apple iCal [Apple Calendar](#)

Information you need :

NNJR PCA Calendar ID

nnjr-pca.com_0t3u764jfde4svq9p1s7n3dqbo@group.calendar.google.com

NNJR PCA Calendar .ICS

https://calendar.google.com/calendar/ical/nnjr-pca.com_0t3u764jfde4svq9p1s7n3dqbo%40group.calendar.google.com/public/basic.ics

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.