

How to view student and staff Google calendars

Hello. I'm going to show you how to view your own calendar and that of a fellow student or member of staff.

As you can see, Brookes email is already open. To view your own calendar click the Google Apps grid, then choose Calendar.

To view someone else's calendar, for example, your tutor's, click in the box 'Add a colleague's calendar' and type in their name, then select from the list.

You can now see both calendars.

You can hide a calendar. Just click beside the name in your Other Calendars list. Click again to show.

To view event details, click on the event.

Note: Some staff may choose to set their calendar visibility, or individual events, to 'private', in which case you see the word 'busy' rather than the event details.

Once you have added a calendar to your 'Other calendars' list from a computer, you are then able to view that calendar from your mobile device:

First, download the Google Calendar App and open it.

In the top left, tap Menu. Swipe down. Tap Show more

Tap the name of calendar to tick it.

You can now see their calendar as well as your own.