LINKING A GOOGLE CALENDAR TO YOUR PERSONAL G.UKY.EDU CALENDAR PROFILE

To add a class schedule to your personal g.uky.edu calendar page:
1) **FIRST**, log in to your g.uky.edu account by visiting [http://calendar.google.com](http://calendar.google.com)

NOTE: To reset your password, use the UK Account Manager, [https://ukam.uky.edu/manager/](https://ukam.uky.edu/manager/). For further assistance, contact the UK Help Desk at 859-218-HELP (859-218-4357), helpdesk@uky.edu

2) Next, visit the UKCD Class Schedules website:
[https://sites.google.com/a/g.uky.edu/ukcd-shared-calendar/](https://sites.google.com/a/g.uky.edu/ukcd-shared-calendar/)

3) **Locate the class cohort schedule** you would like to add to your personal g.uky.edu calendar profile and **click the button** in the lower right corner:

4) To verify the calendar was added to your personal profile, **revisit your g.uky.edu account**. The calendar should now be listed in the “Other Calendars” column on the left of your screen. To view the calendar, please make sure the box to the left is highlighted.

Having trouble syncing with your mobile device after linking the calendar to your profile? Visit the Google Calendar Support site at:
[https://support.google.com/calendar/topic/13950?hl=en&ref_topic=1665163](https://support.google.com/calendar/topic/13950?hl=en&ref_topic=1665163)

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