How do I view multiple Google Calendar accounts?

Tell Me

If you are responsible for managing multiple calendar accounts and the individual has already given you access, follow these steps to view multiple calendars:

1. Login to your Calendar
2. On the left side, Check the box next to the calendar you want to view

![Calendar Interface]

3. You can view as many calendars at one time as you would like
   1. You can choose default colors for each calendar by clicking the Options icon beside the calendar name and selecting a color
   2. The checkbox beside the calendar name will appear in the chosen color

![Options Icon]

4. To stop viewing a calendar, Uncheck the box on the left hand side of the calendar's name

![Uncheck Box]

5. If you no longer need access to the calendar and would like to remove it from your list, you can click the X to unsubscribe to the calendar

![Unsubscribe Button]

Info

Find information about managing multiple email accounts here.

Related FAQs

- How do I view multiple Google Calendar accounts?
- How do I share my Google Calendar to grant an individual access?
- How do I schedule events on my manager's Google Calendar?
- How do I receive notifications for my manager's calendar in Google Calendar?
- How do I know if a calendar invitation is for me or my delegated account in Google Calendar?