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

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

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

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

Related FAQs

- What are nudges in Gmail and how do I turn them on/off?
- How do I make sure invitations emailed to me show on my Google calendar?
- 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?