

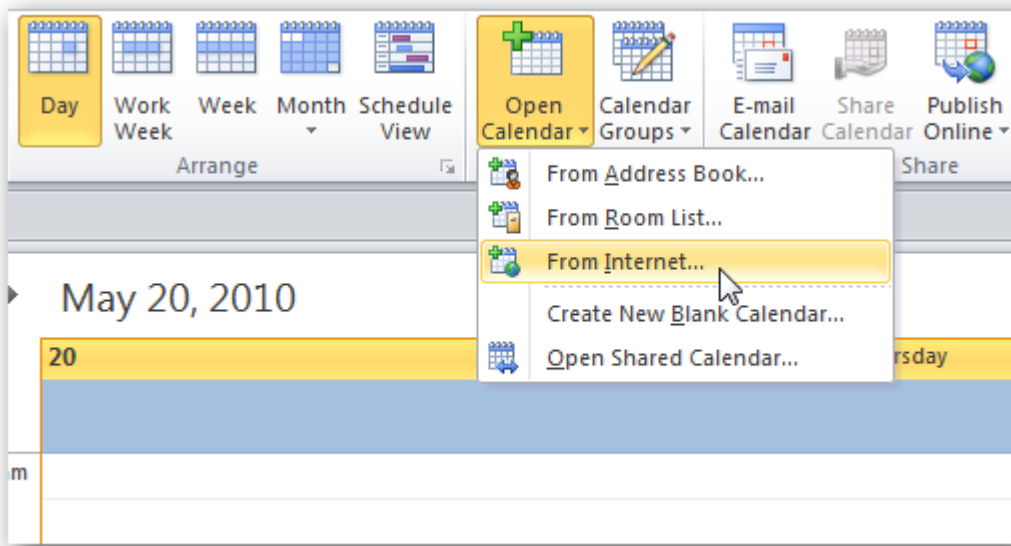


Sync Your AASA Google Calendar with Your Outlook Calendar

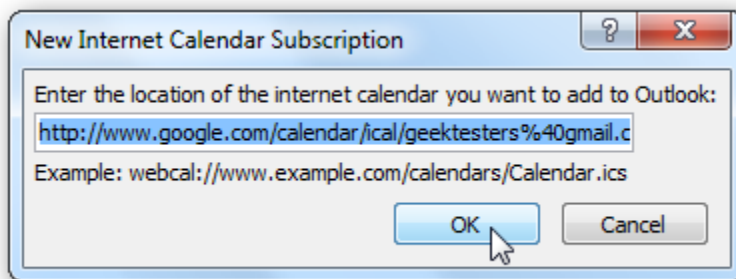
Learn how to sync the AASA Google Calendar with your Outlook Calendar on your computer.

Set up syncing on Outlook 2010

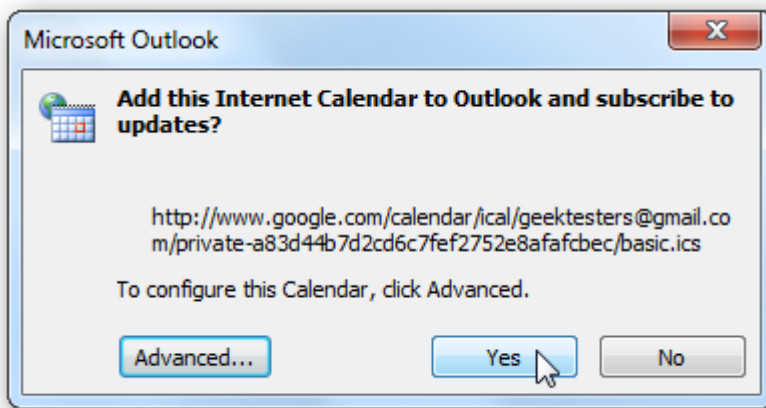
1. Open your Outlook calendar.
2. Click the Home tab on the Ribbon.
3. Under Manage Calendars click on Open Calendar, and then select From Internet.



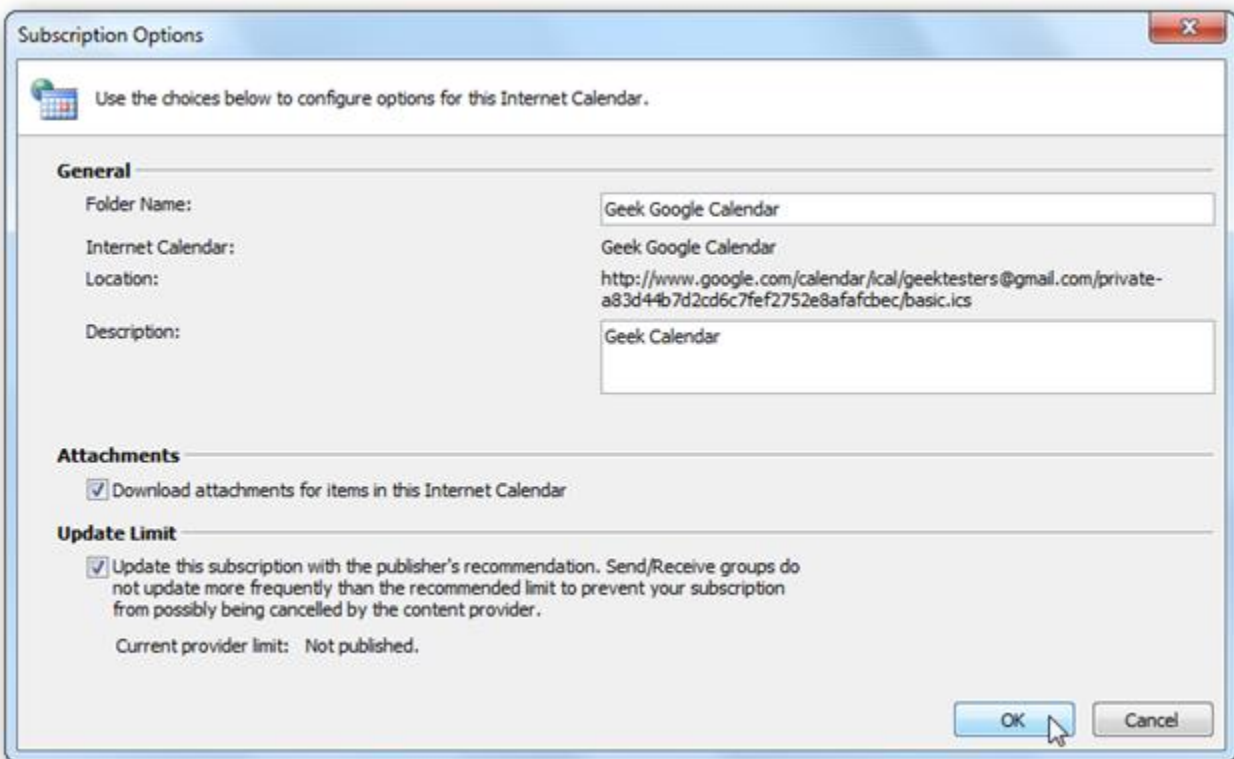
4. Now enter the AASA Google Calendar link location () into the New Internet Calendar field then click OK.



- 5a. Click Yes to the dialog box that comes up verifying you want to subscribe to it.



5b. If you want more subscription options click on the Advanced button. Here you can name the folder, type in a description and choose if you want to download attachments.



That's All There Is To It!

Now you will be able to view AASA's Google Calendar in Outlook 2010. You will also be able to view your local computer and the Google Calendar side by side.

*Please keep in mind that this only gives you the ability to view the AASA Google Calendar. You will not be able to make any changes to it as it's read-only.

For more Google Calendar and Outlook Calendar tips like these, visit howtogeek.com.

*To set up the AASA Google Calendar to sync with Outlook on your iPhone, iPad or other devices, you must set up your Mail first. After that, go to "Settings," and the AASA Google Calendar should be listed under "all calendars." Then, you must select the AASA Google Calendar and save. This should do the trick.