How do I access multiple Google Calendar accounts?

Tell Me

1. If you are responsible for managing multiple calendar accounts and the individual has already given you access, follow these steps for adding an account to your profile:
   a. Log into your calendar account
   b. In the top right, click on your name
   c. From the drop-down screen, click Add account
   d. Enter the log in information for the additional account and sign in
   e. You should now see the new account in a new tab/window in your browser
   f. Repeat steps 2-4 for any desired accounts
   g. The calendar(s) will appear under My Calendars in the left hand navigation

2. To view multiple calendars at one time:
   a. On the left side, click in the box next to the calendar you want to manage
   b. You can view as many calendars at one time as you want
   c. To stop viewing a calendar, unclick the box on the left hand side of the calendar’s name

Info
Find information about managing multiple email accounts here.

Related FAQs

- How do I request a new room resource for Google Calendar?
- Where will my manager’s calendar show up if I have delegated access in Google Calendar?
- What is the difference between a Google Calendar global notification and an event notification?
- If I create a special meeting notification, will guests have the same notification in Google Calendar?
- What do the Google Calendar sharing permissions let people see?