

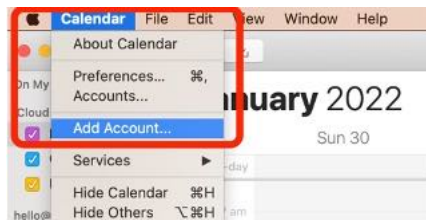
## Connecting your Google Calendar or Microsoft to iCal from the desktop

Use this step if you would like to sync your Google or Microsoft calendars with your Apple iCal. I've found this super helpful as I use Google for my business but rely on my Apple devices all day. I don't want to have a separate Google calendar app on my laptop or phone (I'm way too likely to add stuff in the wrong spot). So, connecting the two means I only have to add or look at my Apple calendar to see what's going on everywhere.

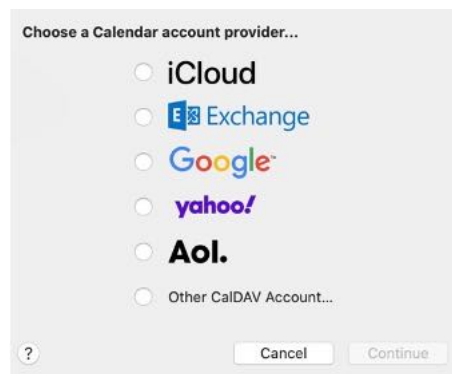
You'll 'add' your new calendars via Google or Microsoft, but they'll need to be connected to your Apple iCal if you want them showing on your Apple device.

To connect your Google calendar to your Apple iCal:

1. Open your Apple iCal. Go to the drop-down menu 'Calendar' and 'Add Account'



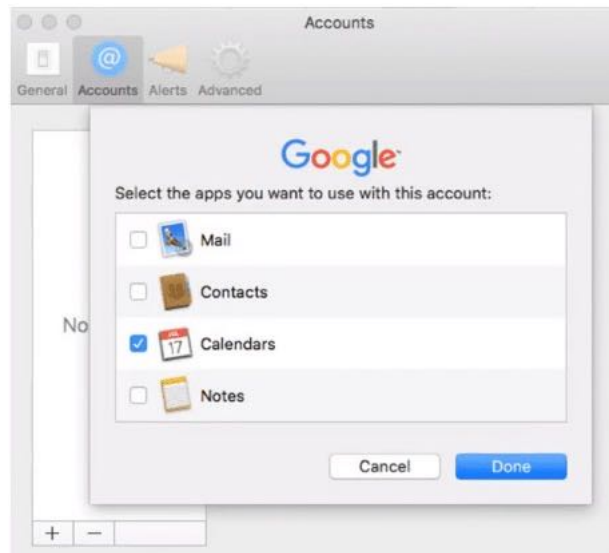
2. Select your account provider and 'continue'.



3. You'll need to enter the email address and password for the Google account you want to connect.

# The Digital Guide's Fact Sheet

4. You'll see a screen asking which content you'd like to connect. There is a stack of stuff that will sync with your Apple devices (notes, contacts, etc). If you'd like that content to sync at the same time, tick everything you're interested in. Make sure you have ticked 'calendars' though



5. Apple will now start importing all the calendar appointments and events stored in your Google calendar. This could take a while so don't stress if you're not seeing stuff immediately.