

Steps to integrate Google Calendar into Outlook 2013

If you are using Outlook 2013 to send and receive mail with the use of the Google Calendar online calendar service, you can apply the following tips to integrate these two great services to help better. your job.

If you are using Outlook 2013 to send and receive mail, and you also use the Google Calendar online calendar service, you can integrate these two great services together to support your work. The following article Network Administrator will guide you through the steps to integrate Google Calendar into Outlook 2013.

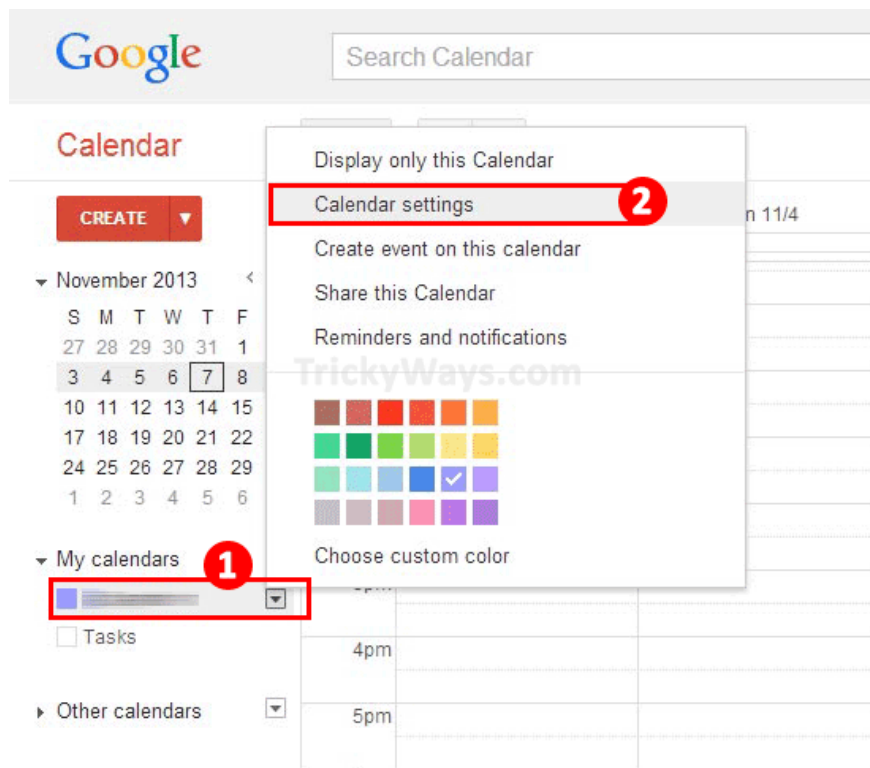
Request:

- Google Calendar account.
- Your computer has Outlook 2013 installed.

1. Integrate Google Calendar into Outlook 2013

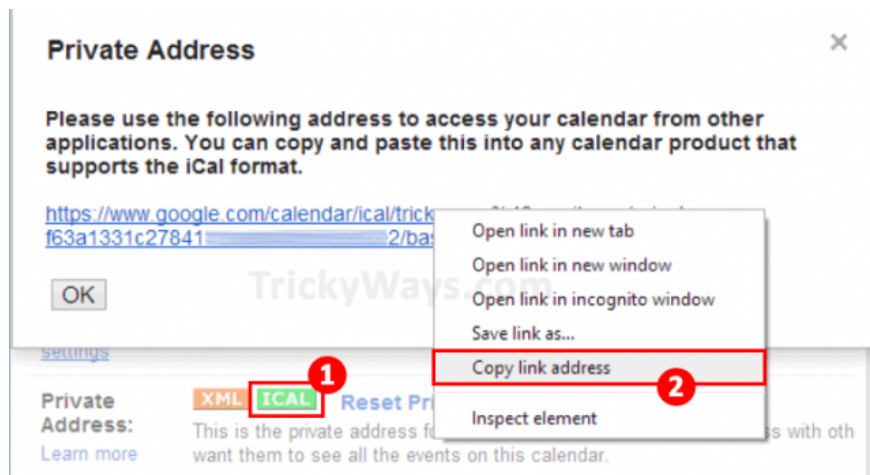
First login your Google Calendar account.

Next in the left pane, under **My calendars** , click the arrow icon and select **Calendar Settings** from the Menu.



Here, in the Private Address section, click the blue **ICAL** button .

Copy the address link provided in the Private Address dialog box as shown below (by right-clicking the link and selecting Copy link address or Copy link location or Copy shortcut option, depending on your browser).



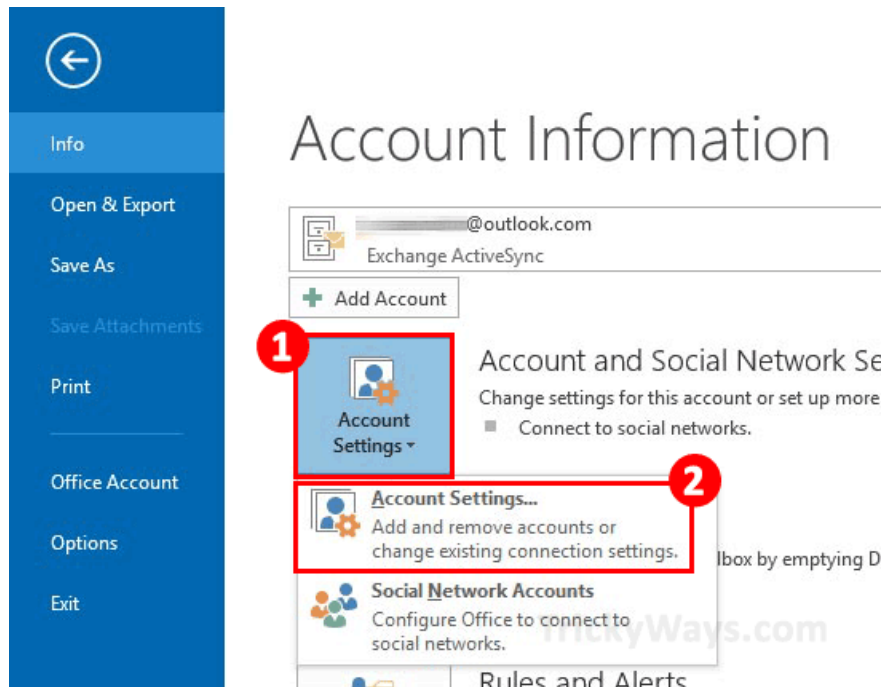
Note:

Don't share your Private address with anyone, unless you want them to see the event on your calendar.

The next step is now to add this link to the Internet Calendars section on Outlook. To do this, follow the steps below:

- Open Outlook and then click the **File tab** in the top left corner of the Ribbon.

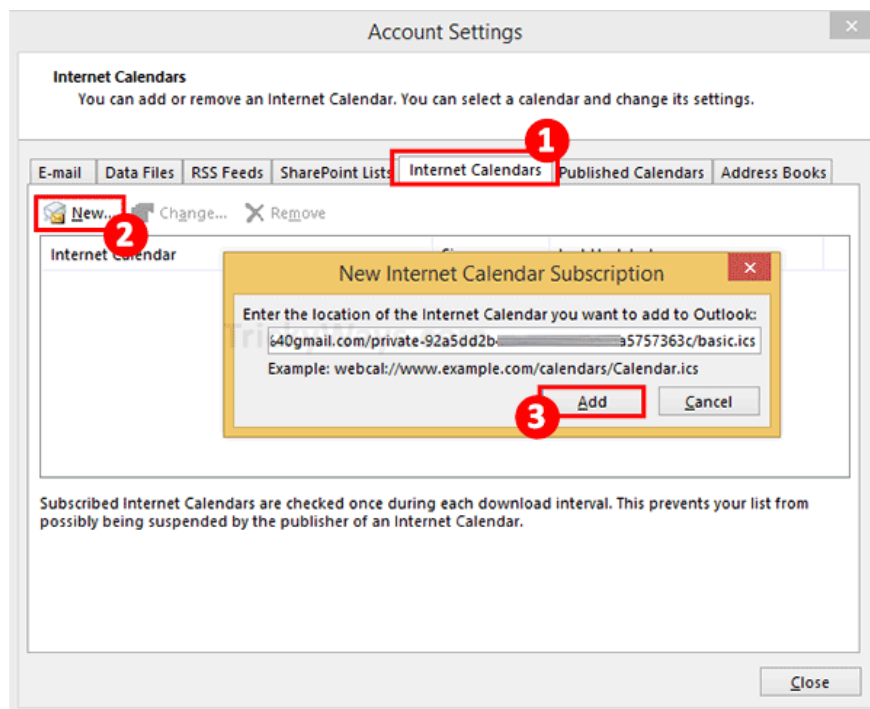
- Next click **Account Settings** and then select the **Account Settings** option.



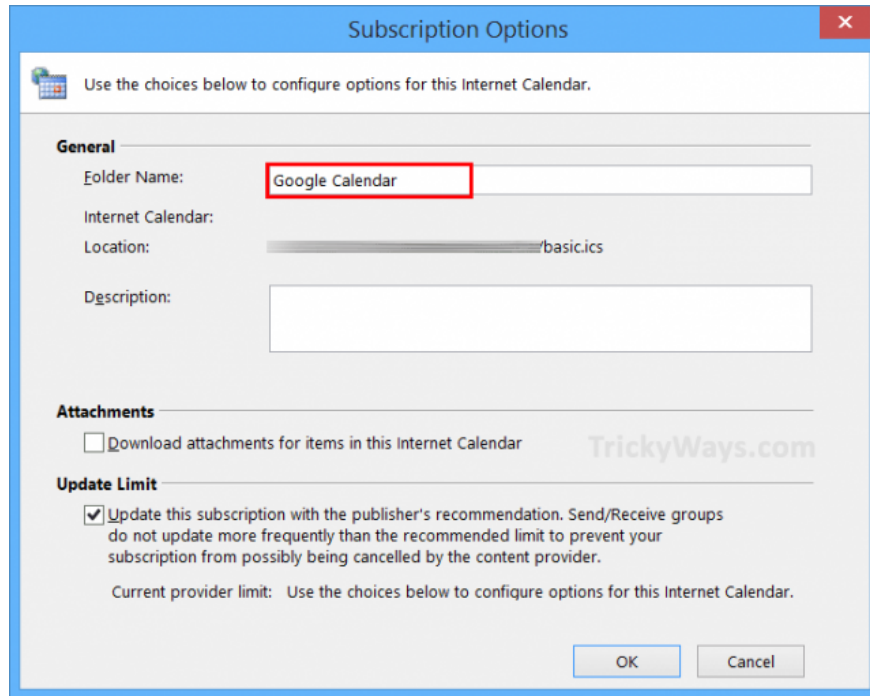
- On Account Settings window, click **Internet Calendars** tab .

- Under Internet Calendars, click the **New** icon .

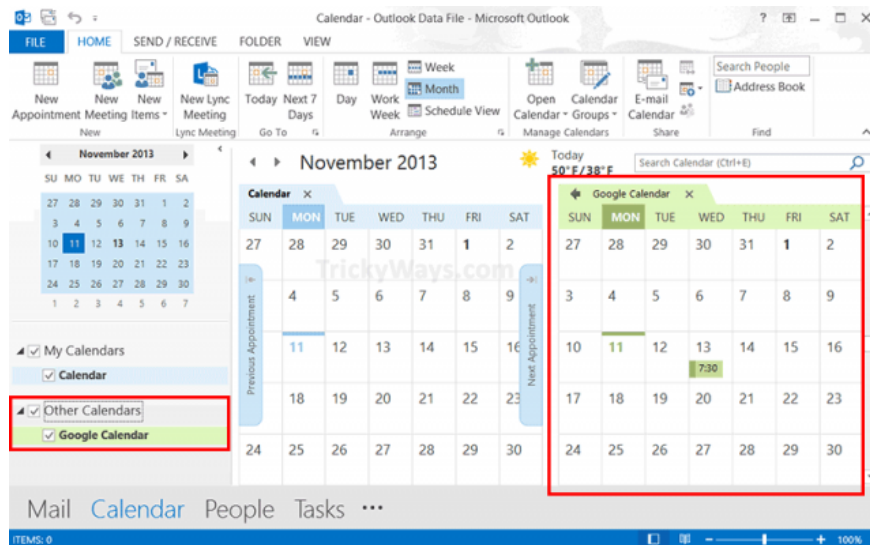
- Now on the screen that displays the New Internet Calendar Subscription dialog box, paste the link you copied from the Private Address dialog box above into the frame and click **Add** .



- In **Folder Name** , enter any name you want to display in Outlook and click **OK**.



Now you can look at the left pane of Outlook, the Google Calendar you added is displayed under **Other Calendars** . You can type the tick or uncheck the field to display or hide the calendar.



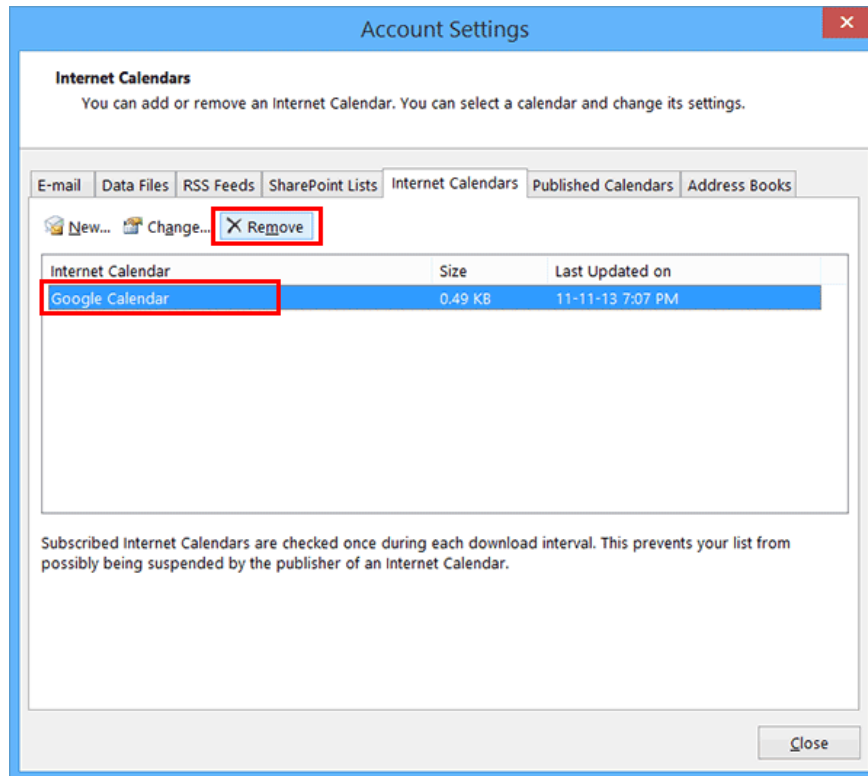
Note:

Cannot update Google Calendar from Outlook. To update events on your calendar, you will have to log into your Google account from the browser.

2. Remove Google Calendar from Outlook

If you do not want Google Calendar to appear on Outlook, you can remove it. To do this thing:

- Click on the **File tab** on Outlook.
- Click **Account Settings** and then select **Account Settings** .
- Access **Internet Calendars tab** . Here select the Google Calendar you want to remove and then click **Remove** as shown below.



Refer to some of the following articles:

1. How to reduce the size of Outlook data files (.PST and .OST)
1. Instructions for fixing errors Outlook: Receiving reported error (0x80040600)
1. Outlook cannot send mail after upgrading Windows 10, this is a fix

Good luck!

You finished reading the article "**Steps to integrate Google Calendar into Outlook 2013**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.