

Integrate Academic Calendar

How to add the official Academic Calendar to your GSuite Calendar

Audience

Faculty	✓
Staff	✓
Students	✓
Others	✗

Step-by-step guide

- [Step 1: Login to Campus Email](#)
- [Step 2: Open your Calendar](#)
- [Step 3: Add Other Calendar](#)
- [Step 4: Fill out Details](#)
- [Step 5: Go Back to Calendar](#)

Step 1: Login to Campus Email

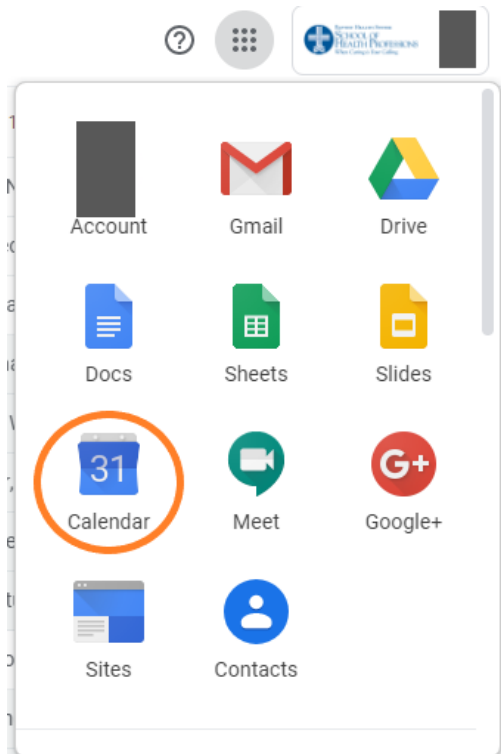
Open up a web browser and navigate to <http://mail.bshp.edu> . Login using your [Campus Account](#)

Step 2: Open your Calendar

Click the dots cube at the upper-right side of the page next to our logo and your profile/account

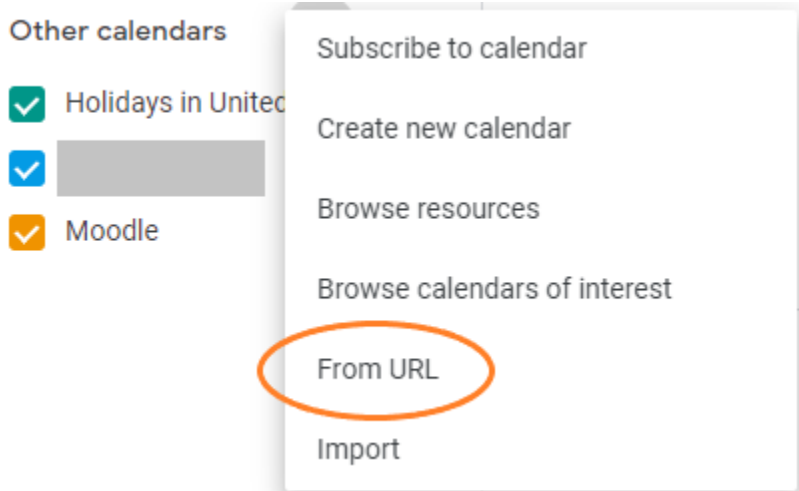


On the menu that just opened, select 'Calendar'



Step 3: Add Other Calendar

On the left-side menu under 'Other Calendars' section, click the + symbol to add a calendar and choose 'From URL'



Step 4: Fill out Details

In the 'URL of calendar' box fill in <https://www.bsph.edu/events/tag/academic-calendar/list/?ical=1> then choose 'Add Calendar'

From URL

URL of calendar

[https://www.bshp.edu/events/tag/academic-calendar,](https://www.bshp.edu/events/tag/academic-calendar)

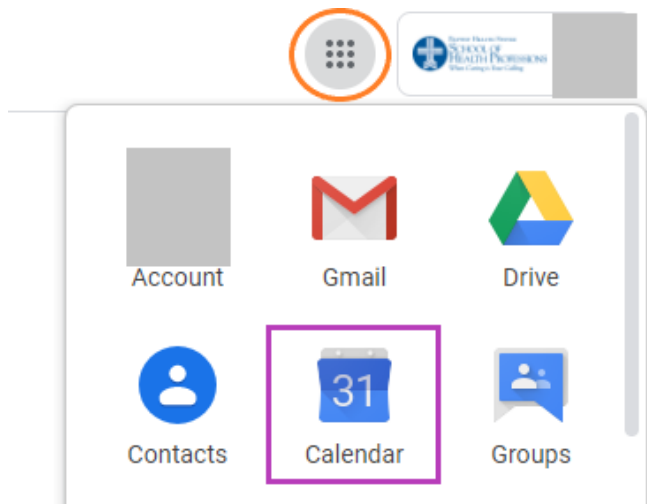
Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

Add calendar

Step 5: Go Back to Calendar

Go back to your calendar page, the Academic Calendar will be listed in the 'Other calendars' section and all the Academic Calendar events will be displayed on your calendar. The calendar events are read-only.



SUN 26	MON 27	TUE 28	WED 29	THU 30
	Finals Week - Spring 2020			
3 Finals Week - Spring 2020 Semester Ends - Spring 2020	4 Semester Starts for 1st Flex and Full-1	5	6	7
10	11	12	13	14

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