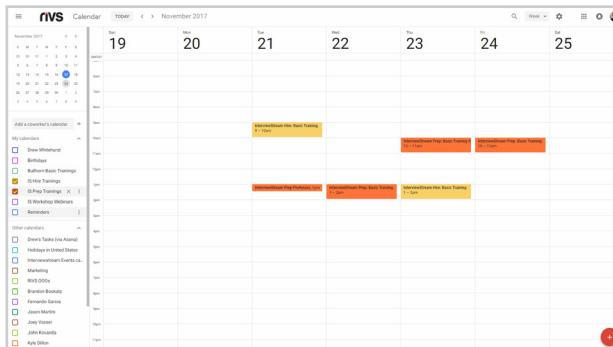




LINKING YOUR GOOGLE CALENDAR

This guide will cover the process of locating an iCAL link in Google Calendars. iCal links are used to link your calendar to your RIVS account.

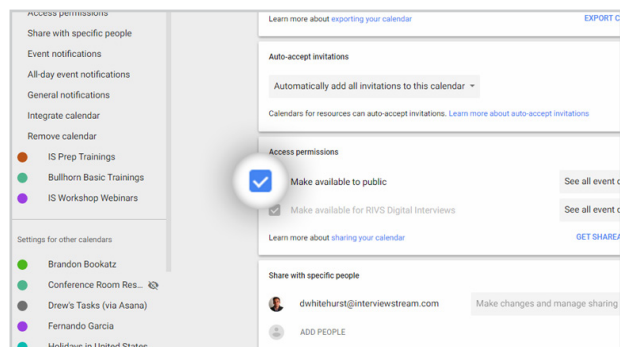


1 Navigate to your Google calendar: <https://www.google.com/calendar>

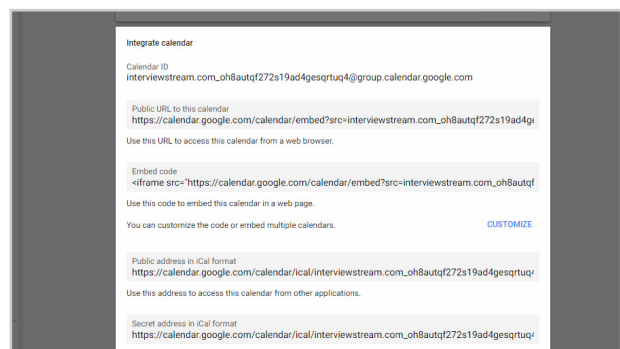


2 Click the menu dots next to the calendar you want to link to your RIVS calendar and click "Settings and Sharing".

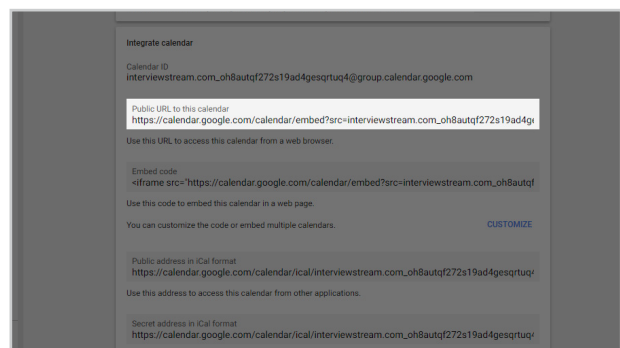
LINKING YOUR GOOGLE CALENDAR



- 3 Make sure your calendar is public by selecting the checkbox next to the “Make available to public” option.



- 4 Scroll down to the Integrate Calendar section.



- 5 Copy the link in the “Public URL to this calendar” field. View instructions on linking your calendar in the [Managing Calendar Availability guide](#).