

Connect google calendar with Teams calendar

myguide.org

Step: 01

Click on "More options" icon.

Click on calendar

≡	M Gmail		Q Search mail	•	Click on "I Click on ca	More opt lendar	ions" icon.		edcast	M
+	Compose		□- C :		0 \$		edcast M	0 of 255	$\langle \rangle$	31
_			🔲 🏫 EdCast Admin	Password reset request - Hi Muskaan, To ensure your account's security, we	•	м		wi	11:59 AM	
	Inbox 1	65	🔲 🙀 Ash Naik in Teams	Ash sent a message - Let's catch-up and outline the story I am quite busy (Account	Gmail	Drive	we 🥥	4:51 AM	
* ©	Starred Snoozed		🗌 🚖 EdCast	Your Spark Daily notifications on EdCast - Hi Muskaan Julania, Here are yo			6	Ch	Oct 18	0
>	Sent		🗌 🚖 SparkInfo@edcast.com	EdCast Hacks: Learning in the Flow of Work - Learning in the Flow of Work	Docs	Sheets	Slides	nsi	Oct 17	
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~	More		🔲 🚖 Josh Weston in Teams	Josh mentioned customer-team-us - Hey customer-team-us - I need help ur	Calendar	Chat	Meet	nad 📼	Oct 17	
			🔲 🏫 Karl Mehta	Fwd: Spark Weekly Digest It's Happy Hour Somewhere - Spark weekly $dige$	00		8	s m	Oct 16	
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Mee	t New meeting		🗌 🚖 Ash Naik	Sample storyline approach to building Onboarding guides on Teams etc - H	e	. ,		ex	Oct 16	
Ē	My meetings (New)		🔲 🕁 Spark	Spark Weekly Digest It's Happy Hour Somewhere - Time to have some fun	and challenge	your colle	agues with this v	visual test	Oct 16	
Hand	pouts		🔲 📩 Kalpit, Karl 2	60% reduction in support tickets @ AbbVie - Fortune 100 - MyGuide by EdC	Cast - This is ar	mazing wo	ork and tangible I	ROI Let's m	Oct 16	
	Muskaan -	+	🔲 🚖 Kalpit Jain	MyGuide Try & Buy Success Story - Cuddy FinancialServices - AARRRR via M	lyGuide.Org - H	li Team: I a	am pleased to inf	form that	Oct 15	
	Aishwarya Karanjkar		🔲 🏫 EdCast	Your Spark Daily notifications on EdCast - Hi Muskaan Julania, Here are you	r daily updates	. Content :	shared with you	- Colin Klei	Oct 15	
P	Pranjali Jain		🔲 🚖 Karl, Phil 2	Maslow's Pyramid- Digital Needs 2.0 - Karl: This is great. All: Yes, please re-s	share/re-post in	n LinkedIn	it takes just 10) seconds	Oct 15	
	. 9		🔲 🚖 Nilesh, Abhishek 2	Login and org JSON download on every page load in lxp - AbhiPlease check	k lxp spark inst	ance. Why	on every page lo	oad login c	Oct 15	>



Click on " + icon beside Other Calendar"





Click on "From URL"

Create	SUN 1 Q			WED 21	THU 22	FRI 22	SAT 24
	10	19	20	21		23	24
tober 2020 < >	GMT+05:30 12 PM				Maha Saptami	Maha Ashtami	Maha Navami
28 29 30 1 2 3 5 6 7 8 9 10	1 PM						
12 13 14 15 16 17	2 PM	•					
26 27 28 29 30 31	3 PM						
2 3 4 5 6 7	4 PM						
Search for people	5 PM						
y calendars	6 PM						
Muskaan Julania Subscribe	to calendar						
Birthdays Create new	w calendar						
Reminders Tasks Browse re	sources						
her calendars	alendars of interest	on "From URL"	_				
From URL							



Open Teams account

← Settings	III edcost	M
General	From URL	
Add calendar	URL of calendar	
Subscribe to calendar	Make the calendar publicly accessible	
Create new calendar	You can add a calendar using the iCal format by its address.	
Browse resources	Add calendar	
Browse calendars of interest		
From URL		
Import & export	Gen learns account	
Settings for my calendars	•	
Muskaan Julania		
Birthdays		
Settings for other calendars		
 Holidays in India 		
https://teams.microsoft.co		



Open "Calendar" and copy the URL from the top

	Microsoft Teams	Q Search			M2
 Activity	Calendar			Ē N	leet now + New meeting >
E Chat	Today $<$ > October 2020 \vee				$ ilde{ ext{ II }}$ Work week $^{\checkmark}$
teams	19	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
E Calendar	Open "Calendar" and copy the URL from the top				
C alls	•				
Files	1 PM	•			
िल्त EdCast	2 PM				
OneNote					
	3 PM				
	4 PM				
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Apps					
Help	6 PM				





Paste the URL you copied from Teams calendar here

← Settings			iii édcast М
General	From URL	Posto the LIDL you canied from	
Add calendar Subscribe to calendar Create new calendar Browse resources Browse calendars of interest From URL	URL of calendar msrc=homePageWeb&cmpid=WebSignIn#/calendarv2 Make the calendar publicly accessible You can add a calendar using the iCal format by its address. Add calendar	earns calendar here	
Import & export			
 Settings for my calendars Muskaan Julania Birthdays 			
Settings for other calendars Holidays in India https://teams.microsoft.co 			



Step: 07

Click on "Add calendar"

- Settings		
eneral	From URL	
dd calendar ^	URL of calendar https://teams.microsoft.com/_?culture=en-in&country	
Subscribe to calendar	Make the calendar publicly accessible	
Create new calendar	You can add a calendar usin	
Browse resources	Add calendar	
Browse calendars of interest	· ·	
From URL		
port & export		
ttings for my calendars		
Muskaan Julania		
Birthdays		
ttings for other calendars		
Holidays in India		
https://teams.microsoft.co		



Thank You!

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