How do I view multiple Google Calendar accounts?

Tell Me

If you are responsible for managing multiple calendar accounts and the individual has already given you access, follow these steps to view multiple calendars:

1. Login to your Google Calendar
2. On the left side, Check the box next to the calendar you want to view
3. You can view as many calendars at one time as you would like
   a. You can choose default colors for each calendar by clicking the **Options** icon beside the calendar name and selecting a color
   b. The checkbox beside the calendar name will appear in the chosen color
4. To stop viewing a calendar, **Uncheck** the box on the left hand side of the calendar's name
5. If you no longer need access to the calendar and would like to remove it from your list, you can click the **X** to unsubscribe to the calendar

Related FAQs

- How do I respond to a Google Calendar meeting invitation when I am using the Outlook client?
- How do I add a Zoom meeting for one event that is part of a Google recurring meeting?
- What do I do if I receive an error while using the Zoom scheduler extension in Google Calendar?
- How do I create an appointment schedule in Google Calendar?
- How do I turn appointment schedules on or off?