How to Sync Your AdviseStream Calendar with Google
Log into AdviseStream

Log into AdviseStream using your NetID or AdviseStream email and password. If you have trouble logging in, please click Support on the right edge of your browser to contact AdviseStream Support.

[your institution].advisestream.com
From the main dashboard, navigate to your AdviseStream calendar, under `connect > calendar`. 
In the left sidebar, you will see a “My Calendars” filter. The first calendar, “AdviseStream” will display your advising hours and appointments created in AdviseStream. The second calendar, named after your email ID, will pull events from your Google Calendar. If you are seeing the red exclamation point, it means your Google Calendar is not syncing with AdviseStream.
To sync your Google Calendar with AdviseStream, navigate to your Google Calendar.
Navigate to your calendar settings.
Click **Calendars**.
Click on your calendar.

## Calendar Settings

**General**  |  **Calendars**  |  **Labs**
---|---|---
« Back to calendar

**My Calendars**  |  Calendars I can view and modify
---|---

### CALENDAR

- **Kim's Academic Calendar**
- **Birthdays**
  Displays birthdays of people in Google Contacts and optionally 'Your Circles' from Google+. Also displays anniversary and other event dates from Google Contacts, if applicable.
- **Reminders**

**Show in list**

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<th>all</th>
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**Create new calendar**  |  **Import calendar**  |  **Export calendars**
---|---|---

**Other Calendars**  |  Calendars I can only view
---|---

### CALENDAR

- **Holidays in United States**
  Holidays and Observances in United States

**Show in list**

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« Back to calendar
Click **Share this Calendar.**
In the “Person” field, type the following email address:

calendar@advisestream-144911.iam.gserviceaccount.com
In the “Permission Settings” field, select **See only free/busy (hide details)** and click **Add Person**.
The AdviseStream account is now added. Click **Save**.
Navigate back to your AdviseStream Calendar. Your events from Google will appear as free/busy in AdviseStream. You can choose to hide these events by clicking the colored square next to the calendar name.

To further configure your AdviseStream calendar, please visit your settings page (under your name > settings in the top navigation).
Thank you!
If you face any technical difficulties, please contact AdviseStream support by clicking the gray “Support” tab at the right edge of your browser from any AdviseStream web page.