

Add/Remove Other Calendars

All the calendars that appear in your Google calendar can be seen in your Heylife calendar.

You can add additional calendars through your Google account (e.g. Holidays, Sports, Calendar of other users).

This requires confirmation by email from the owner of the calendar and is done only through Google on a computer.

Please follow Google instructions, click [here](#).



Add/Remove Other Calendars



An event from another person's calendar.

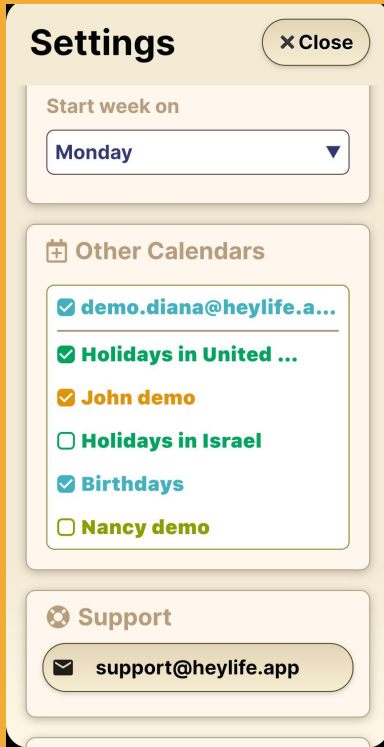
Step 1 of 3

If you already have access to & have added additional calendars to your Google calendar *and* would like to view them in your HeyLife calendar:

Enter enter the **Settings** page of your HeyLife Calendar by pressing your user profile icon located on the bottom right corner.



Add/Remove Other Calendars



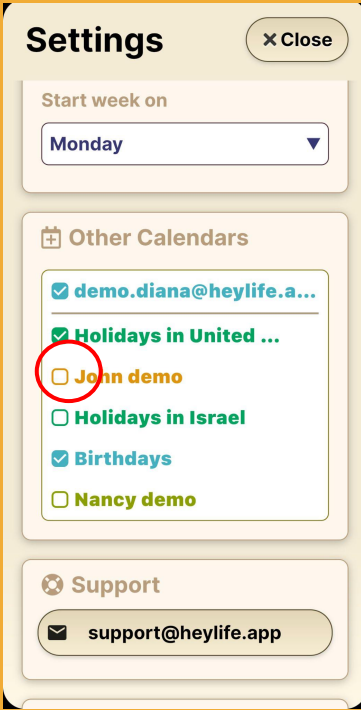
Step 2 of 3

Scroll down to '**Other Calendars**' and select the calendar you want to see. Press '**Close**' to confirm your selection.

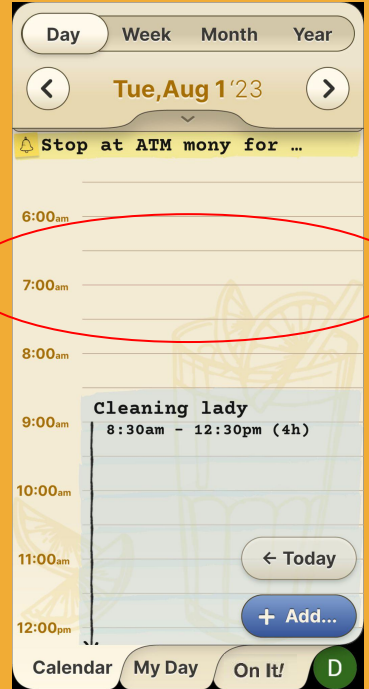
The chosen calendar will then become visible.



Add/Remove Other Calendars



John's bike ride won't show now as it did in Step 1 of 3



Step 3 of 3

Note: only “checked” calendars will display on your HeyLife Calendar. In the example above “John’s” calendar is deselected, so his activities do not show in the calendar.

