Basics 1: Log into Google Calendar

Google Calendar is Lehigh’s officially supported electronic calendar. Follow the steps below to log into it.

1. Open a web browser, like Google Chrome, and type g.lehigh.edu or www.lehigh.edu/google.

2. Click on the Calendar icon, and enter your Lehigh username and password.

3. You should now see your Google calendar.

To best familiarize yourself with this tool, have a look at some of the available resources:

- Google’s own excellent Getting Started Guide
- Their Google Calendar Help pages
- LTS also has regularly scheduled Google Calendar training
- A helpful guide, for going beyond the basics: Tips and Tricks of Google Calendar
- Public Calendars -- many calendars of events at Lehigh that have been shared by departments. You can too: submit a public calendar.