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**.