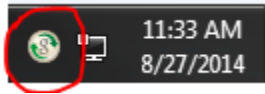
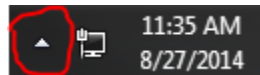


Sometimes Google Apps Sync will not sync of all your calendars due to long inactivity or an error while syncing. Google apps sync allows you to view which calendars will or will not get synced. If some of your calendars are missing please check the “Set Calendars to Sync Status” to see if your calendar is unchecked.

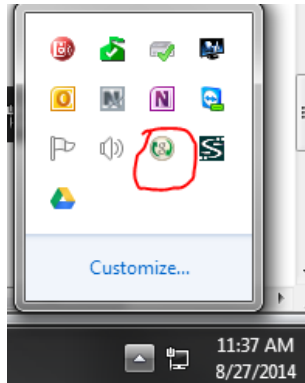
1. On the bottom right hand side of your screen next to the clock you will see the icon for Google App Sync. Right click it.



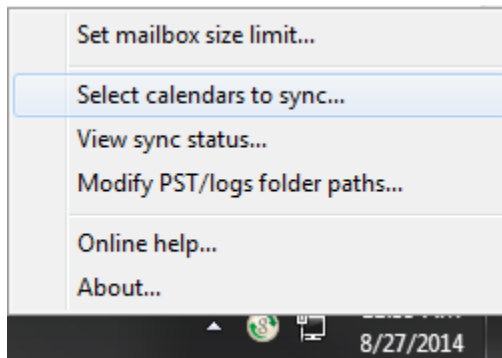
- I. If it is not next your time it may be hidden, to view the hidden icons click the triangle icon next to or near the time.



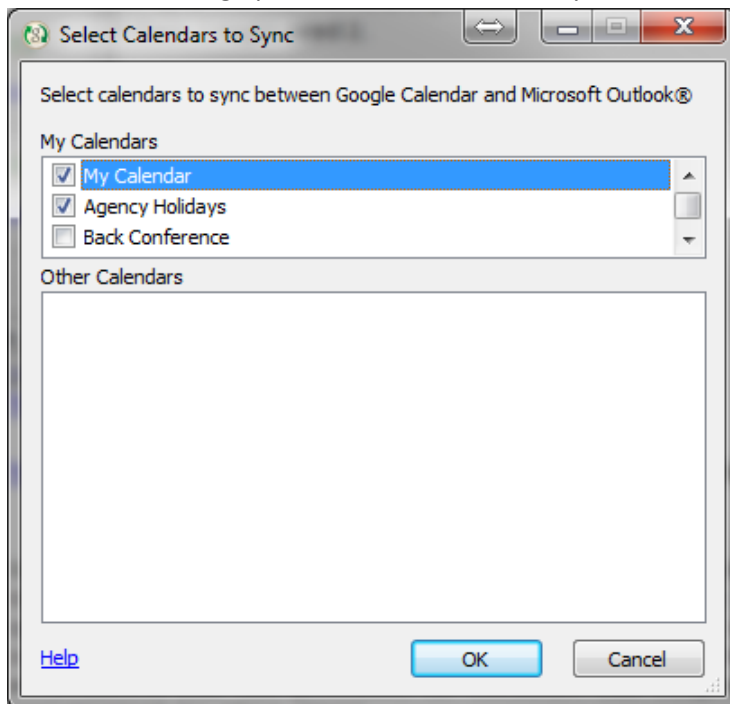
- II. Select Google Apps Sync by right clicking the icon.



2. Click the option for “Select Calendars to Sync”



- 3. This will then bring up the Select Calendars to Sync menu.



- 4. Scroll down to view all the calendars that you are subscribed to and make sure there is check mark next to the calendar you are missing. If it is not checked just click the box next to it and then hit OK. Google Apps sync will re-sync itself and the calendar will be included in your Microsoft Outlook. You can also use this to remove Calendars that you may not want to see in Outlook. To do this simply uncheck the calendar and Google Apps Sync will re-sync itself and remove that calendar.

