

How to View Teamwork Calendar in Google Calendar

Time To Complete

15 Minutes

What Will You Learn

How to take tasks that you have added to your teamwork calendar and view the on your google calender so all plans can be viewed in one place.

Prerequisites

Access to Teamwork: service.jambojon.com login with your credentials Access to your Google Calendar: calendar.google.com/ make sure you are signed in with your proper credentials To view your Teamwork Calender events within Google Calender, you will need to subscribe to the iCal feed. To do this:

1. Generate the iCal Feed in Teamwork:

- Navigate to the 'Calendar' section in Teamwork (On the left menu, not 'My Calendar')
- Click the options button (three dots) in the top right corner.
- Select 'iCal feeds' from the dropdown menu.
- Copy the provided iCal URL.

2. Add the iCal Feed to Google Calendar:

- Open your Google Calendar.
- In the left sidebar, click the '+' next to 'Other calendars'.
- Select 'From URL'.

- Paste the copied iCal URL into the provided field.
- Click 'Add Calendar'.

This method allows you to view your Teamwork calendar events within Google Calendar. However, please note that you cannot edit these events from Google Calendar; any changes must be made within Teamwork.