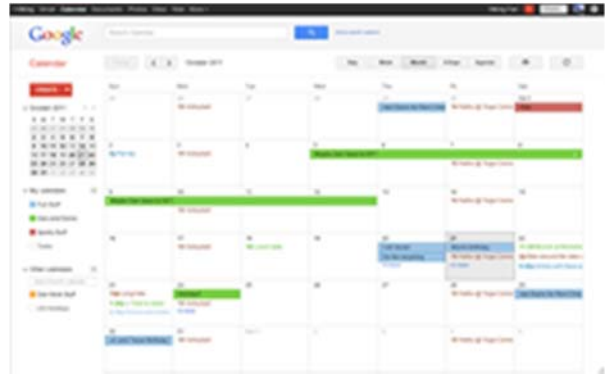# To Use Your Google Calendar in Thunderbird

1. In Thunderbird, select Tools, Add-ons.
2. Click the "Tools for all add-ons" Icon [⚙·] found at the top right of the Add-ons Manager tab.
3. Select "Install Add-on From File... ."
4. Navigate to the Admin Share (R:), Public, IT, Thunderbird folder.
5. Select "Provider_for "google"_calendar" and select Open.
6. In the Software Installation window, click on Install Now.
7. Close the Add-ons Manager tab and close Thunderbird.
8. Restart Thunderbird.
9. Click "Events and Tasks" and select Calendar. The Calendar tab opens.
10. Right-click on [Home] found on the left side of the Calendar window and select New Calendar…, On the Network, and choose Next.
11. Choose "Google Calendar" and choose Next.
12. Enter your entire e-mail address (login@oakton.edu) and choose Next.
13. In the "Create New Calendar" window, select the calendars and task lists you would like to subscribe to, and choose Next.
14. In the "Sign in to your account login@oakton.edu" window, sign in to your account.
15. Select your name (oakton.edu) calendar.
16. Select ALLOW (will "allow" edits to your calendar through Thunderbird).
17. Choose the calendar you want to see. (can take a while)
18. Choose "Dismiss All" to dismiss all old reminders.
19. Click "Finish" to close the "Create New Calendar" window.
20. In your Inbox, the Today Pane can be turned on by clicking the Today icon in the lower right corner, or choose View, Today Pane (F11).

Note: The Calendar tab in Thunderbird can be turned on and off by selecting "Events and Tasks", Calendar.