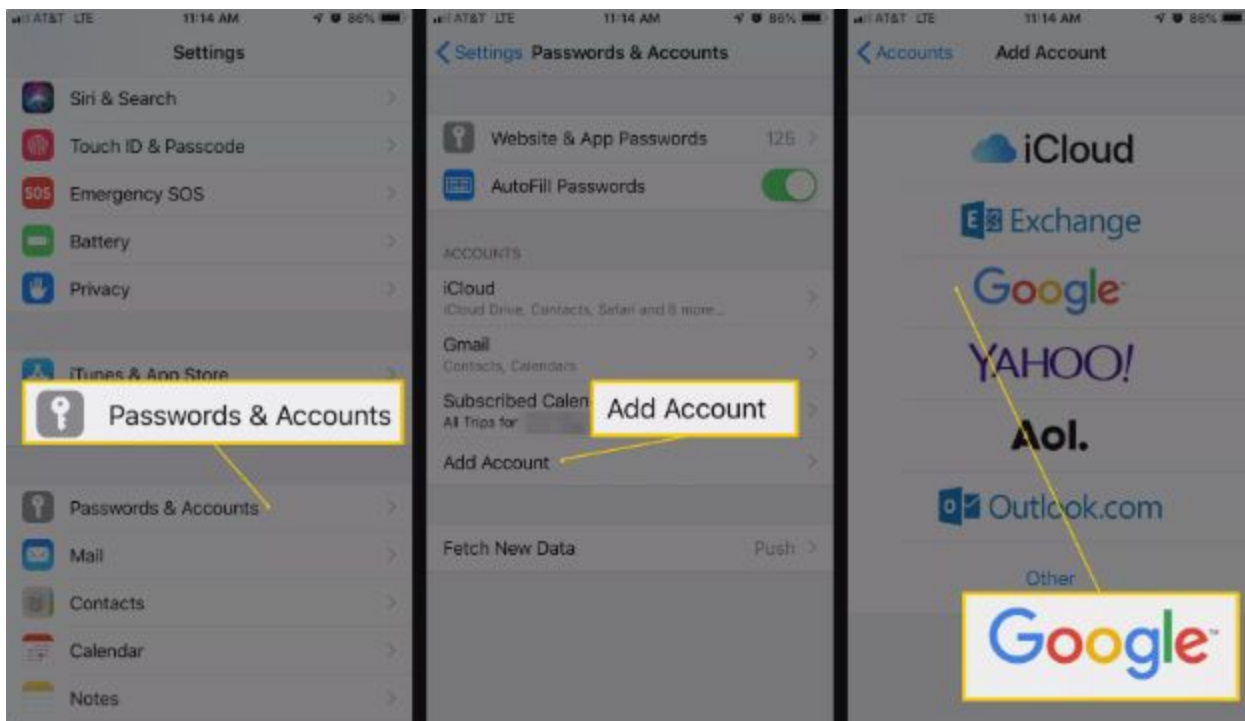


# How to add WU-gcalendar on Apple, Android

## I. Apple Devices

1. Open Settings
2. Select **Passwords & Accounts**.
3. Select **Add Account**
4. In the list of officially supported options, select **Google**.



5. Enter your Westcliff Email address and password. If you've set up two-factor authentication, you'll need to log into your account to set up an app password and use that as your password when you set up the account in iOS.
6. Tap Next. You'll see sliders for **Mail**, **Calendar**, **Contacts**, and **Notes**. If you only want to sync the calendar, deselect everything except **Calendar**.
7. Tap **Save** and wait for your calendars to sync with your iPhone. Depending on the size of your calendars and the speed of your connection, this process can take several minutes.
8. On the screen, select **Calendar app** and check if your Westcliff Calendar is fully synced.

## **II. Android Devices**

1. On your Android phone or tablet, download the Google Calendar app from Google Play <https://play.google.com/store/apps/details?id=com.google.android.calendar>
2. When you open the app and enter your Westcliff Email address and password, it will require you to download the Google Device Manager. You can simply follow the instructions to install the device manager.
3. Once you have downloaded and installed the Google Device Manager, your Westcliff Calendar will automatically sync to your devices.