
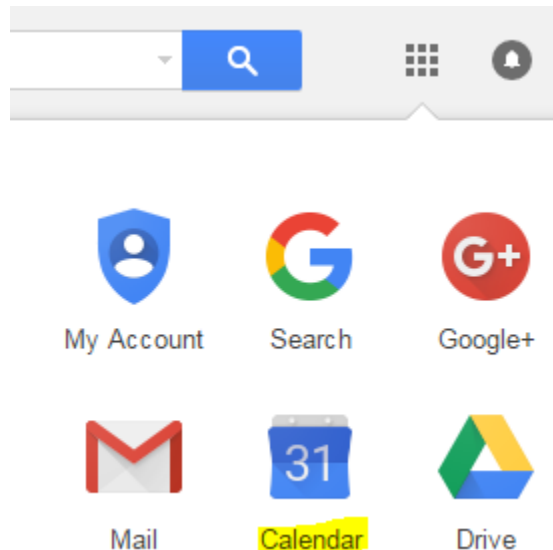


Subscribe to District Shared Calendars

These instructions will enable you to add calendar(s) so you can sign up to reserve spaces such as computer labs, conference rooms, or a district car.

Tammy Young sent email invitations to all staff in mid-July to subscribe to calendars via a link in the email. Both methods work. Choose your favorite method.

1. Login to your District Gmail account from gmail.com
2. Click the **'Waffle'**  icon in the upper right corner
 - a. Choose **'Calendar'**



3. In the left column click the dropdown arrow next to **'Other calendars'**
4. Choose **'Browse Interesting Calendars'**
5. At the top you will see: **'Holidays', 'Sports', 'More'**
 - a. Choose **'More'**
6. Click **'Resources for grandstudent.org'**
7. Click **'Subscribe'** for each calendar you want.

P.S. The number in parenthesis indicates number of computers available in the lab.