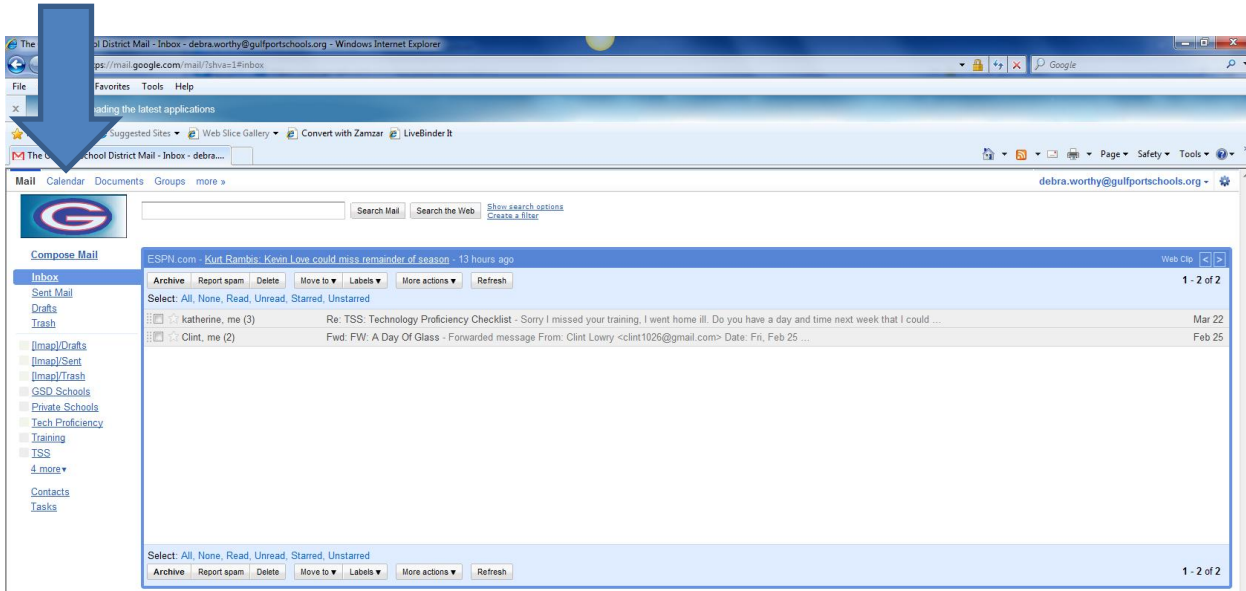
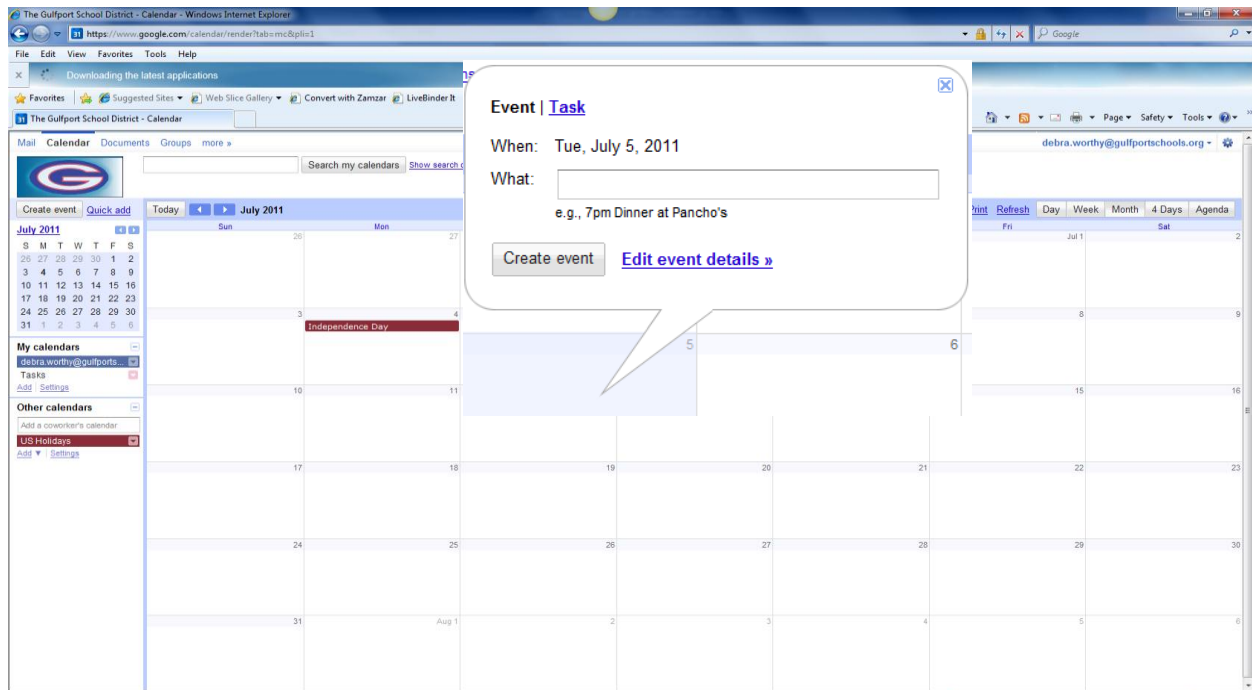


## GSD GMAIL CALENDAR

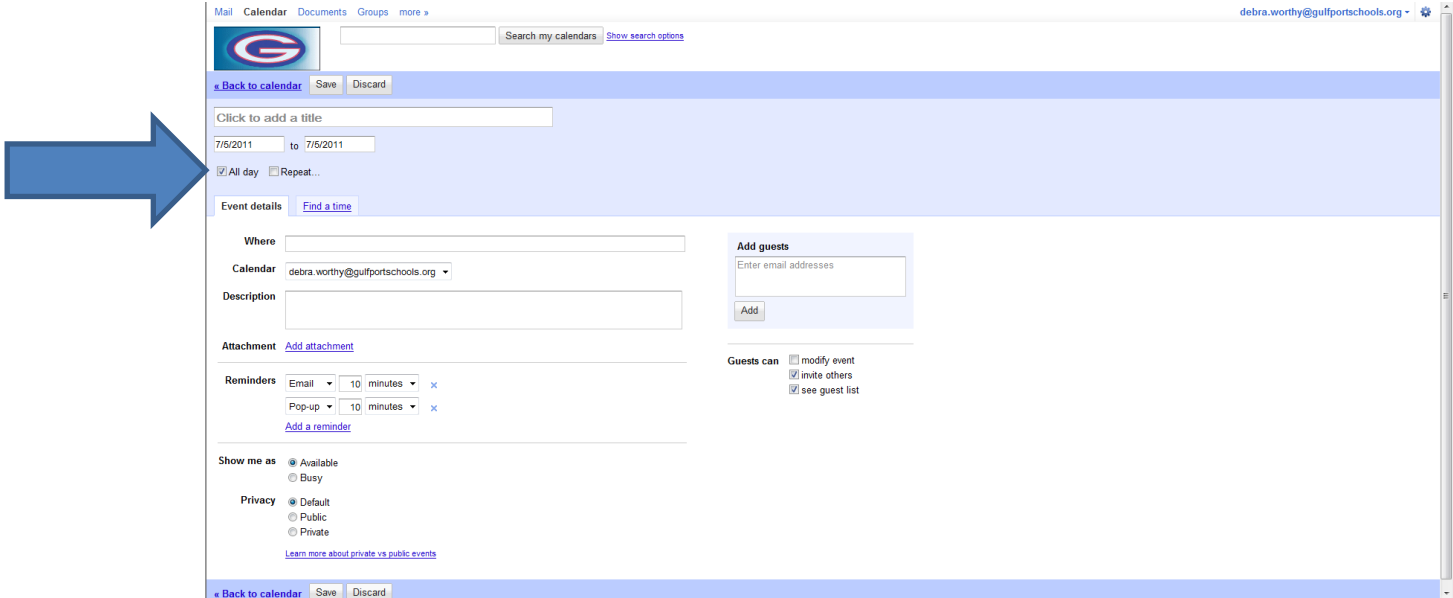
1. To use your calendar, open your gmail and click on the **Calendar** link.



2. This will open your calendar. To add an event click on the date on the calendar. A create event box will open. Type the event in the **What:** box then click **Edit event details** to select a time, to enter a location, to set-up alerts /reminders and / or invite others to the event.



- The Edit Window will open. In this window you can assign the event as all day or choose specific times. To choose specific times **uncheck the All Day Box**. You can also add event details and reminders.



- You can also add guests for this event by adding their email address in the **Add Guests** box. When finished click on the **SAVE** button. If you have added guests, clicking the save button will not only save the event, it will also display a "send Invitation" box asking if you want to send an invitation to the guests that you previously entered. Select Send to send an e-mail invite to your guests. Your guest will have an opportunity to reply to the invitation. Their reply will be sent to you.



- Another way to share the calendar with others is to click on the down arrow by your calendar name on the left. Choose Share this Calendar.

