TOPIC: Adding the Harvard Club of Sarasota events calendar to your personal Gmail (Google) calendar.

1. Open your personal Gmail account, and in the upper right-hand corner, locate the icon that looks like nine stacked dots.
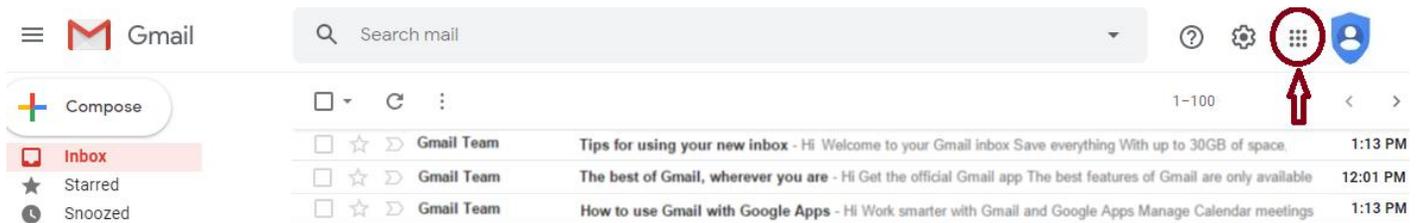
2. Click this "nine dots" icon, and additional icons will appear, including the Calendar icon.
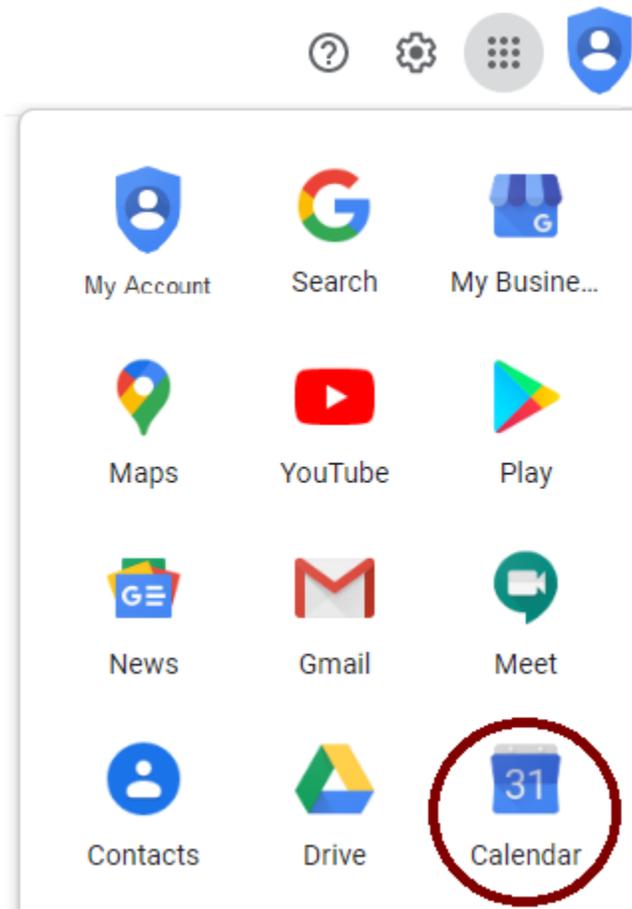
3. Click on the Calendar icon to open your Google Calendar application.

4. Scroll down the left-hand side of your Google Calendar page, until you locate "Other calendars."
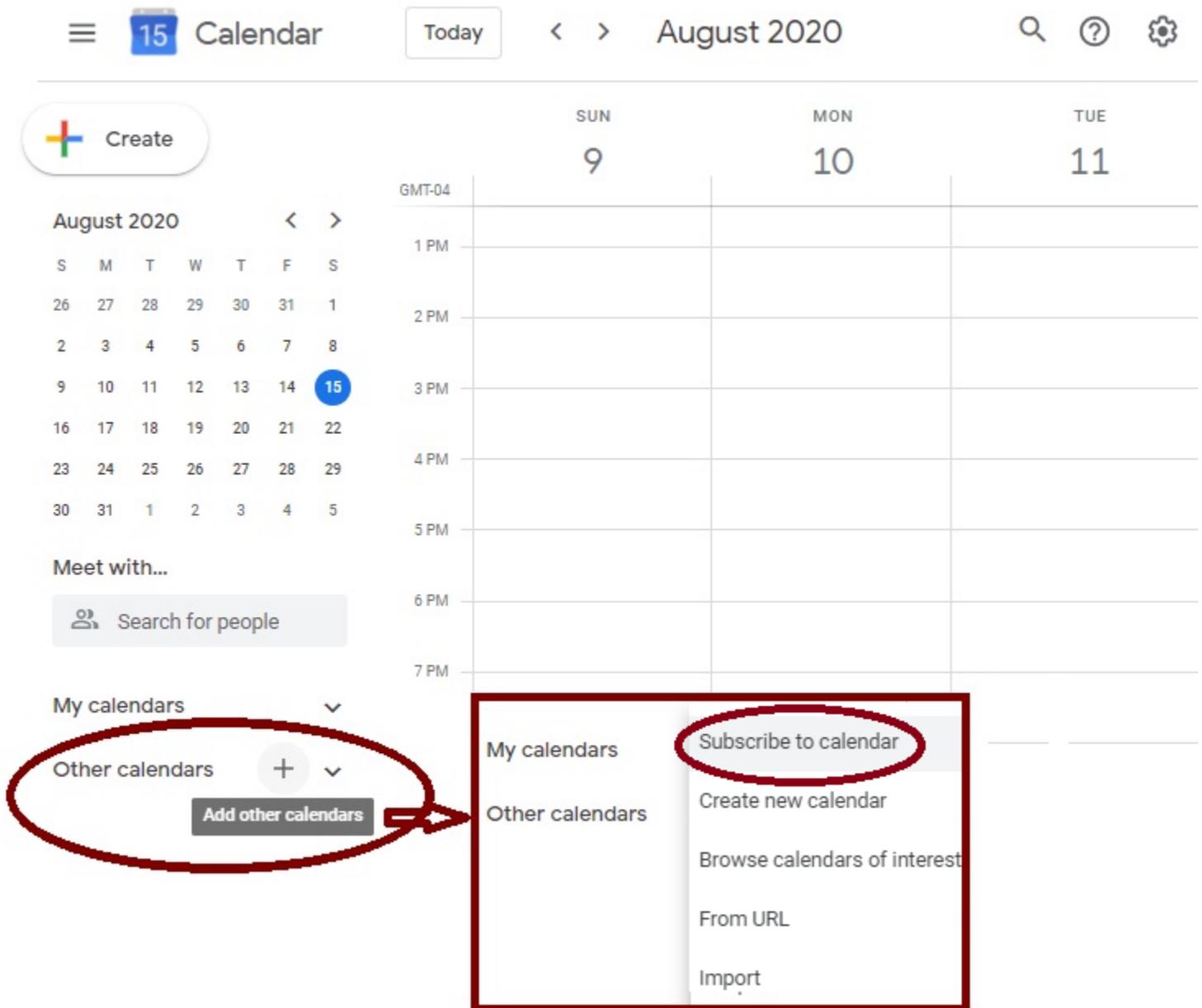
5. Click on the Plus sign ⊕ and then Choose "Subscribe to calendar."

6. In the resulting Settings window, under "Add calendar," type "calendar@harvardsarasota.org "
   and then hit the Enter key on the keyboard.
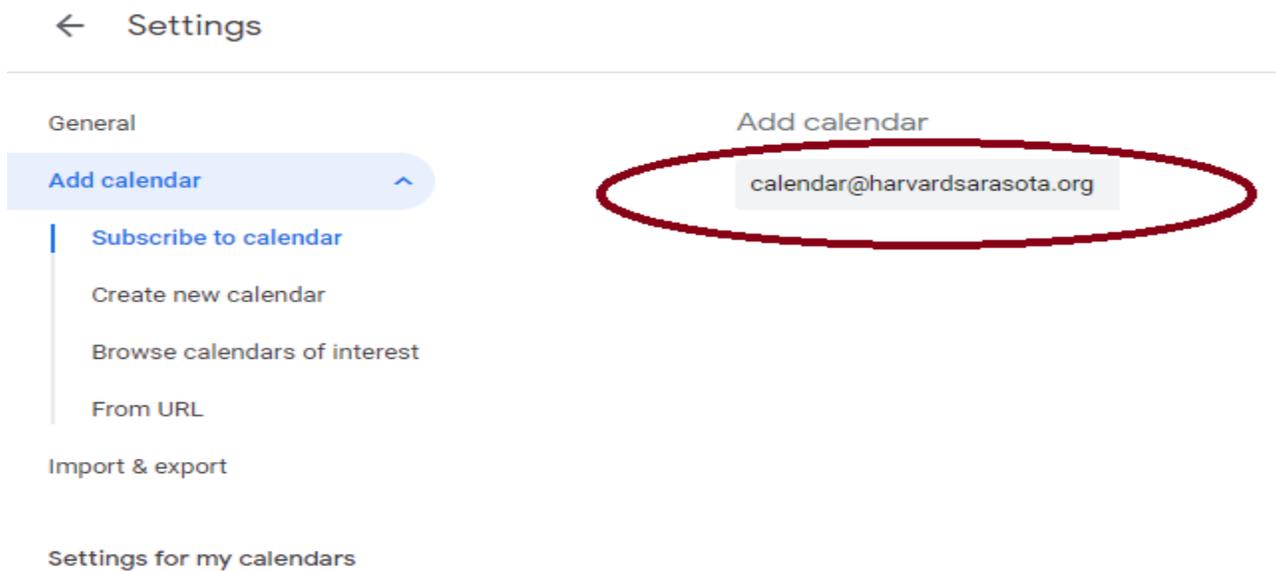
7. In the resulting "Calendar settings" window, you may choose to make any desired changes to this
   calendar's settings, including Permissions settings, Event notifications, etc.
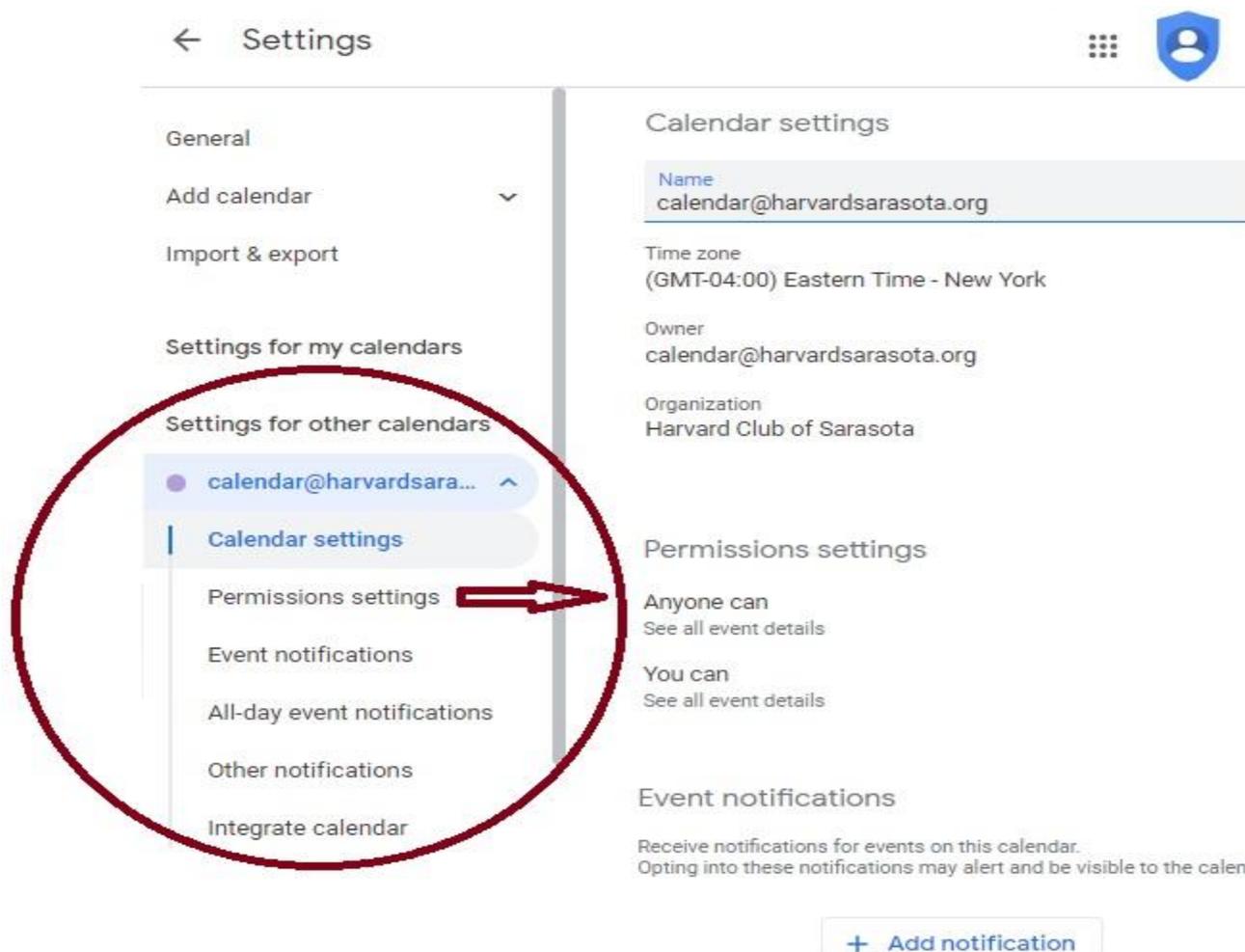
8. Select the back arrow to leave the calendar@harvardsarasota.org Settings area and return to your main Google calendar view.
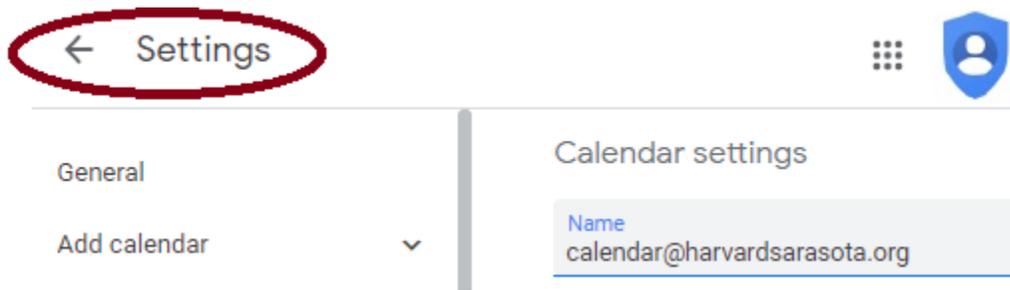
9. Select the checkbox next to **calendar@harvardsarasota.org** to view Harvard Club of Sarasota events side-by-side with your other Google calendar events.