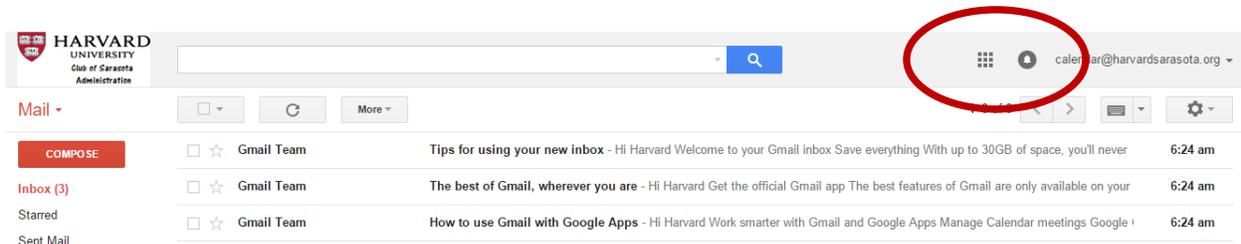# Harvard Club of Sarasota

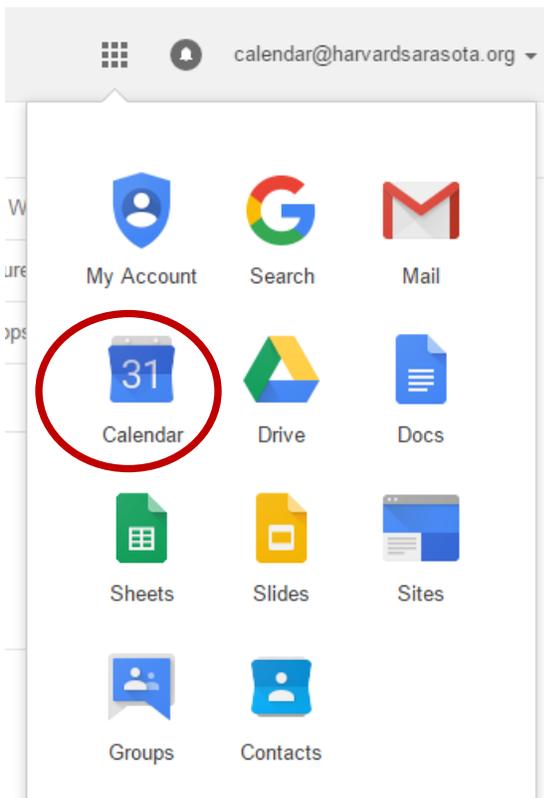TOPIC: ADDING Harvard Club of Sarasota Events to your "normal" (personal) Gmail (Google) calendar :

In your gmail inbox (usually yourname@gmail.com), locate the icon that looks like 9 stacked boxes on the top right hand side that leads you to other gmail applications. I have circled that icon with a red oval in the picture below:

Click the 9 box icon, and it will show you many Gmail applications, including the Calendar.

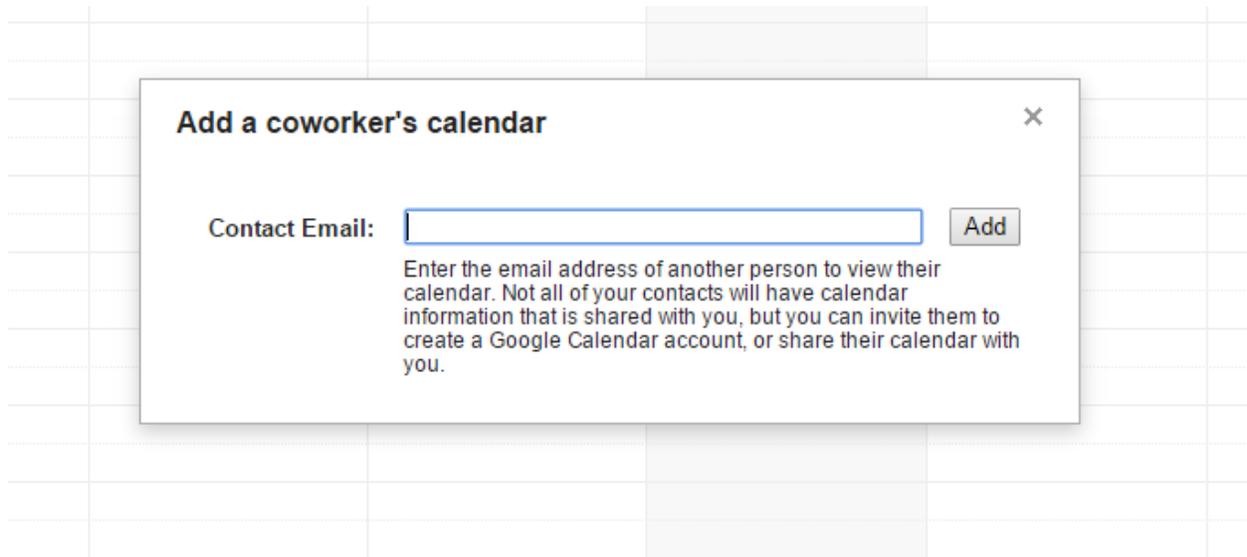Click the calendar icon and it will bring up your Google Calendar application:

Then, look down the left hand side of your Calendar page, until you see "Other calendars":

Click the down arrow to the right of "Other calendars". It will bring up a menu choice:

Click "Add a co-worker's calendar":

In that Contact Email box, type in the words: "**calendar@harvardsarasota.org**" and then hit the "Add" button.

Once you do that, all current events on the Harvard Club of Sarasota Calendar of Events will populate into your main Calendar.

As any updates are made or events added to the main Harvard Club of Sarasota Calendar of Events, they will automatically be populated in your Google Calendar.