HARVARD CLUB OF SARASOTA

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.

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| + | Compose | □- C : | 1-100 | < > |
| | Inbox | 🗌 🚖 应 Gmail Team | Tips for using your new inbox - Hi Welcome to your Gmail inbox Save everything With up to 30GB of space, | 1:13 PM |
| * | Starred | 🗌 🚖 应 Gmail Team | The best of Gmail, wherever you are - Hi Get the official Gmail app The best features of Gmail are only available | 12:01 PM |
| Q | Snoozed | 🗌 📩 Ď Gmail Team | How to use Gmail with Google Apps - Hi Work smarter with Gmail and Google Apps Manage Calendar meetings | 1:13 PM |

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 "<u>calendar@harvardsarasota.org</u>" and then hit the Enter key on the keyboard.

| ← Settings | |
|------------------------------|------------------------------|
| General | Add calendar |
| Add calendar ^ | calendar@harvardsarasota.org |
| Subscribe to calendar | |
| Create new calendar | |
| Browse calendars of interest | |
| From URL | |
| Import & export | |
| | |
| Settings for my calendars | |

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.

| ← Settings | ··· 😑 |
|------------------------------|--|
| General | Calendar settings |
| Add calendar 🗸 🗸 | Name calendar@harvardsarasota.org |
| Import & export | Time zone (GMT-04:00) Eastern Time - New York |
| Settings for my calendars | Owner calendar@harvardsarasota.org |
| Settings for other calendars | Organization Harvard Club of Sarasota |
| calendar@harvardsara ^ | |
| Calendar settings | Permissions settings |
| Permissions settings | Anyone can |
| Event notifications | You can |
| All-day event notifications | See all event details |
| Other notifications | |
| Integrate calendar | EVENT NOTIFICATIONS Receive notifications for events on this calendar. Opting into these notifications may alert and be visible to the calen |
| | |

+ Add notification

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.

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| 30 | 31 | 1 | 2 | 3 | 4 | 5 | 1 PM | | 12 – 1:15pm Zoom link (emailed t after you register) |
| Po | s s | Searc | h for | peop | le | | | | |
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