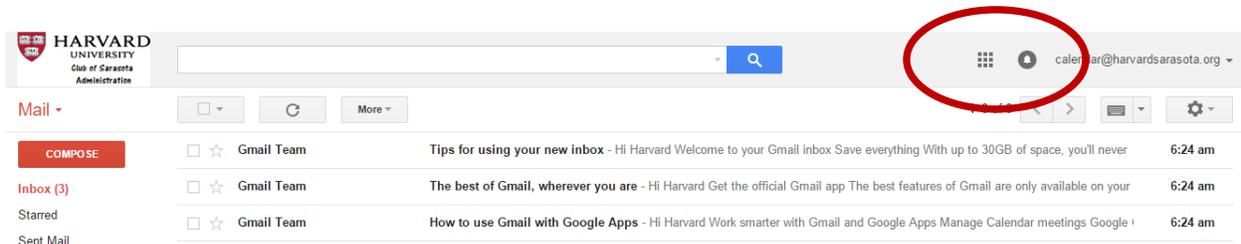


## HARVARD CLUB OF SARASOTA

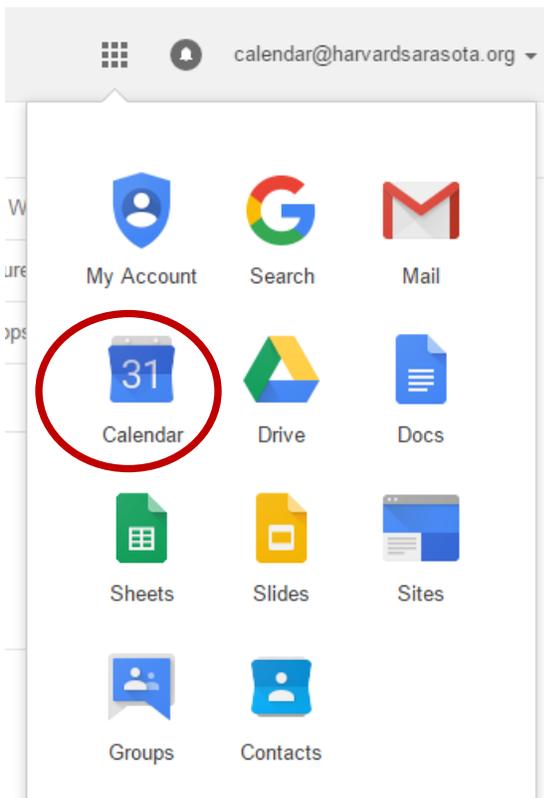
TOPIC: ADDING Harvard Club of Sarasota Events to your “normal” (personal) Gmail (Google) calendar :

In your gmail inbox (usually [yourname@gmail.com](mailto: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:



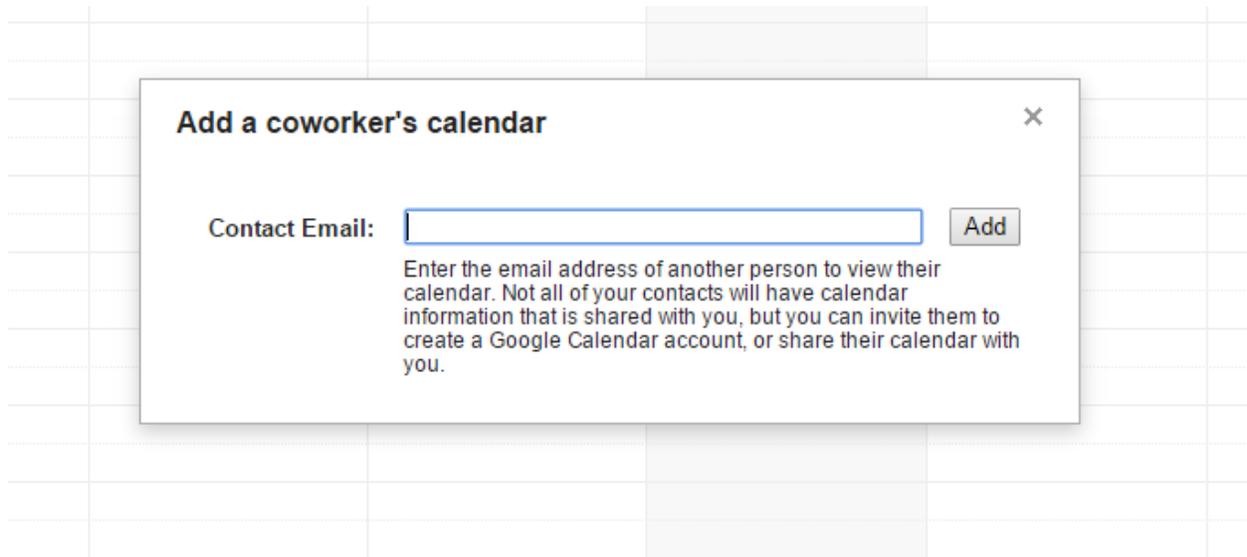
Then, look down the left hand side of your Calendar page, until you see “Other calendars”:

The screenshot shows the Harvard University Club of Sarasota Administration calendar interface. At the top left is the Harvard University logo and name. To the right is a search bar labeled "Search Calendar". Below this is a "Calendar" header with a "Today" button and navigation arrows. The current date range is "Sep 13 – 19, 2015". On the left side, there is a "CREATE" button and a calendar for "September 2015". The "Other calendars" dropdown menu is circled in red. The main calendar grid shows the days "Sun 9/13" and "Mon 9/14" with time slots from 7am to 1pm. The "Other calendars" dropdown menu is currently open, showing options: "Add a coworker's calendar", "Browse Interesting Calendars", "Add by URL", "Import calendar", and "Settings".

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

This is a close-up of the "Other calendars" dropdown menu. The menu is open, showing the following options: "Add a coworker's calendar", "Browse Interesting Calendars", "Add by URL", "Import calendar", and "Settings". The "Other calendars" dropdown is circled in red.

Click “Add a co-worker’s calendar”:



In that Contact Email box, type in the words: “[calendar@harvardsarasota.org](mailto: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.