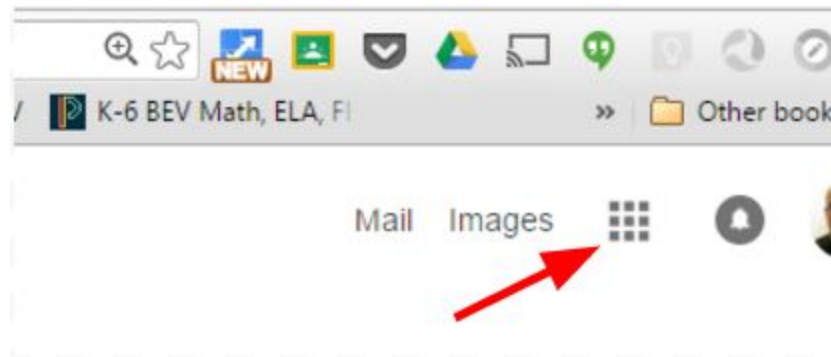




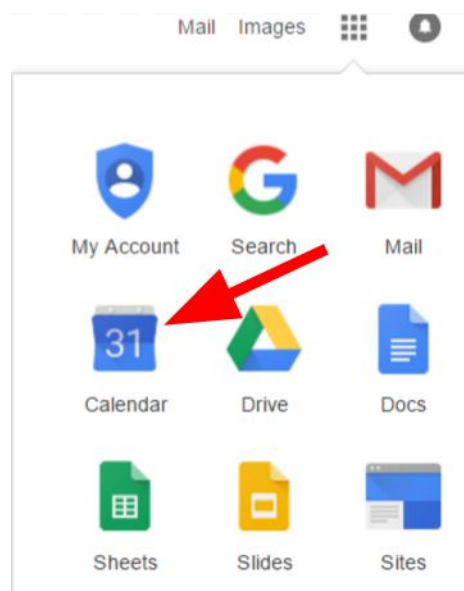
Adding events to Google Calendar on the web

You can access Google Calendar by entering **calendar.google.com** in your Chrome browser address bar.

Or if you are already logged in, by clicking on the **Google Apps Launcher** on the top right of the Chrome Browser.

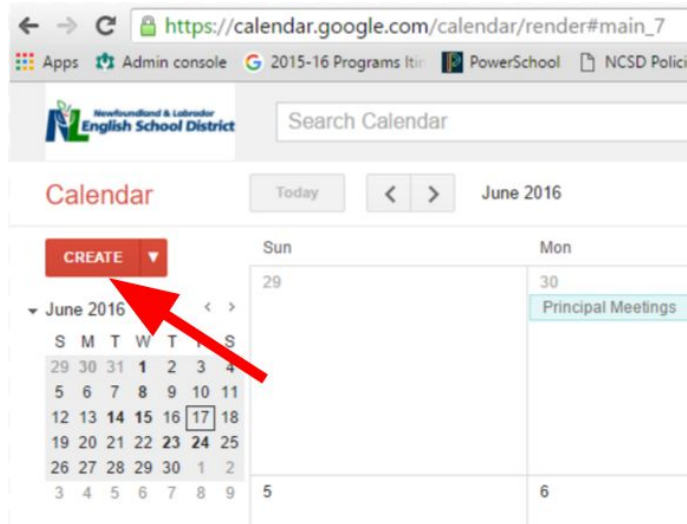


Then click on the **Google Calendar icon**.





When your calendar opens click on the **create** button:



In the **Event Dialogue Page** complete information needed and click save.



SAVE

Discard

Untitled event

6/20/2016

10:00pm

to

11:00pm

6/20/2016

Time zone

All day Repeat...

Event details

Find a time

Where

Enter a location

Video call

Join meeting: richardsnow

[Change name](#) | [Remove](#)

Calendar

Richard Snow

Description

Attachment

[Add attachment](#)

Event color



Notifications

Notification

10

minutes



[Add a notification](#)

Show me as

Available

Busy

Visibility

Calendar default

Public

Private

By default this event will follow the [sharing settings](#) of this calendar; event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

Guests

Enter guest email address

Add

Guests can

modify event

invite others

see guest list