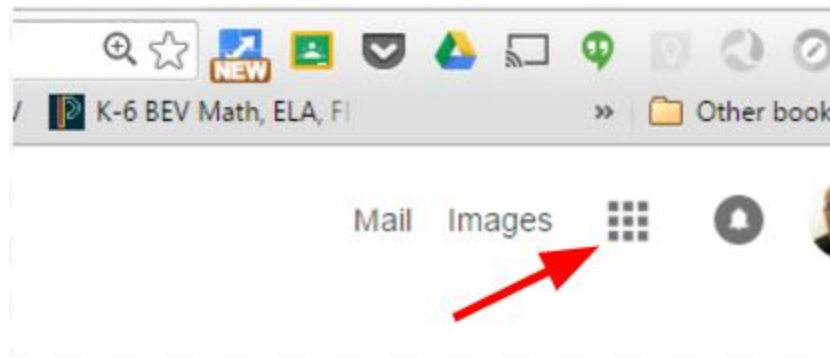




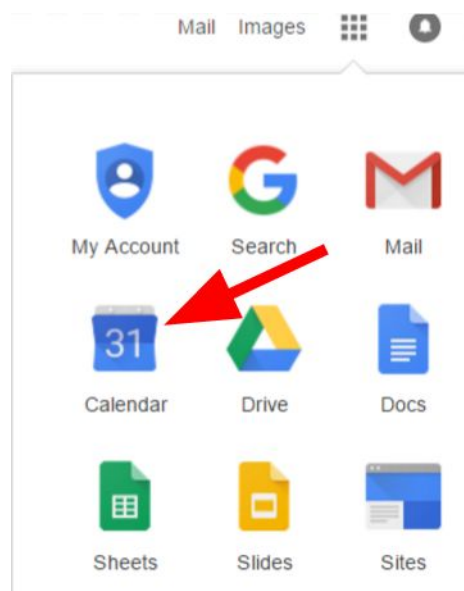
## Adding events to Google Calendar on the web

You can access Google Calendar by entering [calendar.google.com](https://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.

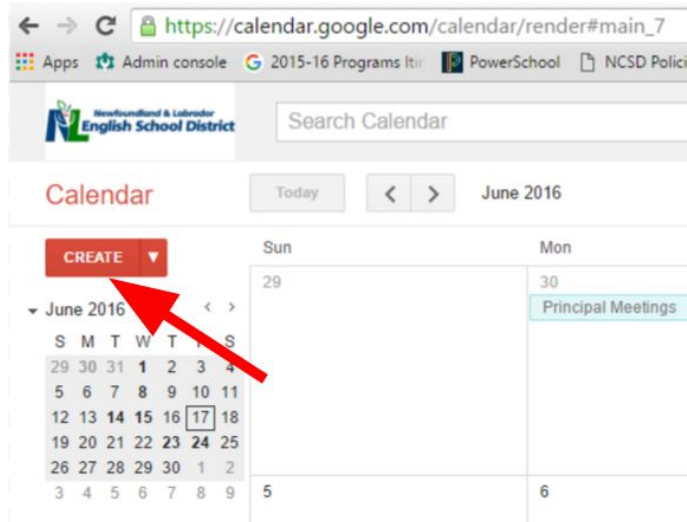


Then click on the **Google Calendar icon**.





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

Video call  Join meeting: richardsnow  
[Change name](#) | [Remove](#)

Calendar

Description

Attachment [Add attachment](#)

Event color

Notifications

[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

Add

Guests can

- modify event
- invite others
- see guest list