
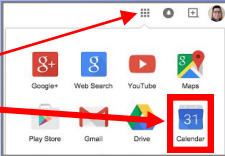

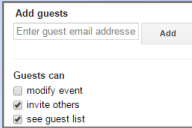
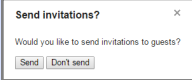
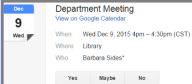


Tip Tuesday

Add & Share Events in Google Calendar

Easily include anyone in your scheduled events

1. Launch Chrome 
2. In the upper-right corner, click the “Google Apps” launcher (9 small boxes next to your name). Click on Calendar. 
3. In the upper-left, click *Create*. 
4. Fill in the information — enter: title (in “Untitled event”), date, time; others are optional. (You can even add an attachment—like an agenda!)
5. On the right, under “Add guests” enter email address(es) to share. Check or uncheck any options under “Guests can” and click *Add*. 
6. Choose whether you’d like an invitation sent.
Send - event placed on guests’ calendar, and they receive an email to respond whether they will attend.
Don’t send - event placed on the guests’ calendar but no email will be sent. 
7. From Calendar, guests can click the event link to respond to your request. 

Send students reminders of presentation, meeting, and due dates!

12/8/15

FlamingText.com

