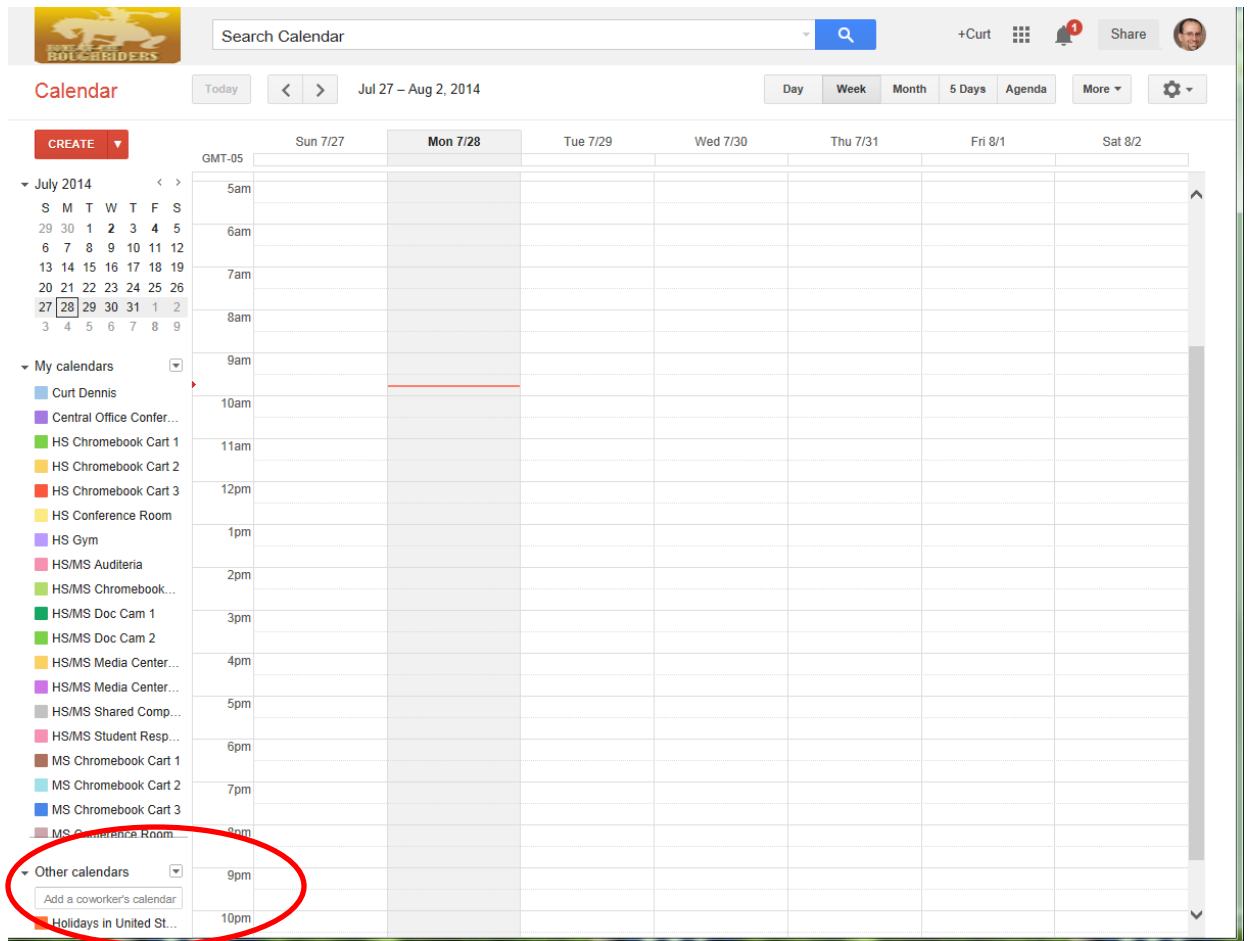


How to Add Calendars for items like Chromebook Carts, Conference Rooms

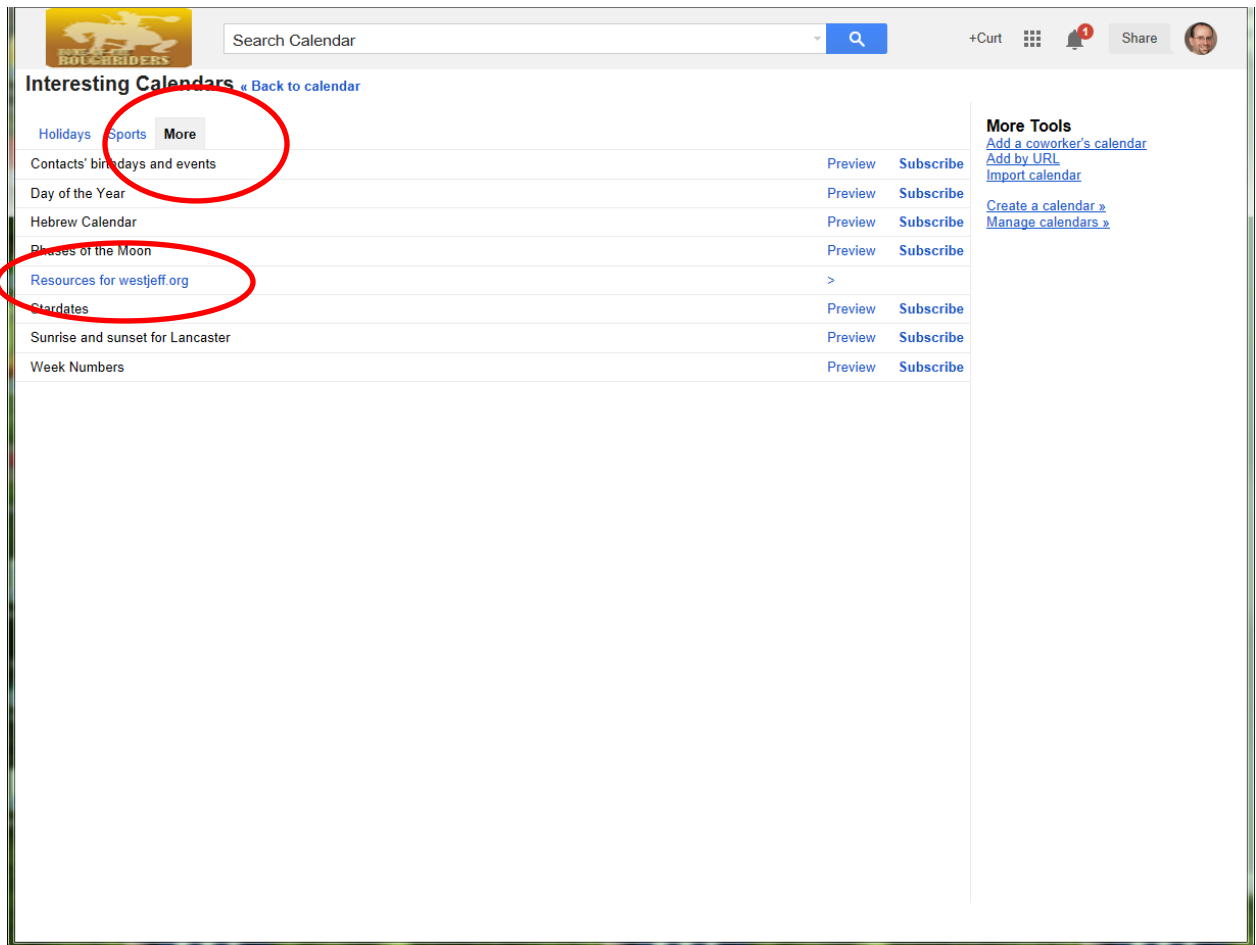
1. Login into Google Apps and go to the Calendar portion
2. Click the drop down on “Other Calendars”



The screenshot displays the Google Calendar interface. At the top, there is a search bar and navigation options like '+Curt', 'Share', and a user profile picture. Below this, the calendar view is set to 'Day' for the week of July 27 to August 2, 2014. The main area shows a grid for Monday, July 28th, with time slots from 5am to 10pm. On the left side, there is a sidebar with a 'CREATE' button, a calendar grid for July 2014, and a list of 'My calendars'. The 'Other calendars' dropdown menu is open, showing options like 'Add a coworker's calendar' and 'Holidays in United St...'. A red circle highlights the 'Other calendars' dropdown menu.

3. Click “Browse Interesting Calendars”

- Click the "More" Tab (circled below)



- Click the "Resources for westjeff.org" (circled in picture above)
- Click on "Subscribe" next to the ones you want to show up in your calendar list. In the example below you can see MS Gym says "Subscribe"...the others I have already clicked on.

MS Chromebook Cart 2	Preview	Unsubscribe
MS Chromebook Cart 3	Preview	Unsubscribe
MS Conference Room	Preview	Unsubscribe
MS Gym	Preview	Subscribe
MS IAT Calendar	Preview	Unsubscribe
NW Art Room	Preview	Unsubscribe

- You can now go back to the calendar page and you will see them listed under "My Calendars" and each calendar will have a different color. If you don't want them to show on your calendar, you can click anywhere on the item and it will turn the color to clear.