

Instructions to add events to the Shared Community Calendar:

- I. Go to <http://www.google.com/accounts>
- II. Type in the following e-mail and password into log-in box
E-mail: missoulaforum.calendar@gmail.com
Password: MslaForm
- III. Under “My Products” click on **Calendar**
- IV. Click on the day you wish to add an event to, and then click “Add Event”
- V. Double-click on the new event that was created that is titled “No Subject” (it should take you to a green editing page)
- VI. Enter all of the information you wish to share about the event and **MAKE SURE TO CLICK SAVE**
- VII. The changes you have made should automatically change on the website, and you can close the window whenever you are finished adding events

****NOTE:** in order to change the time of the event, click the “all day” box to get rid of the check mark, then you will be able to change the time.

****NOTE:** If you want the event to last more than one day, you can simply change the start and end days in the editing box.