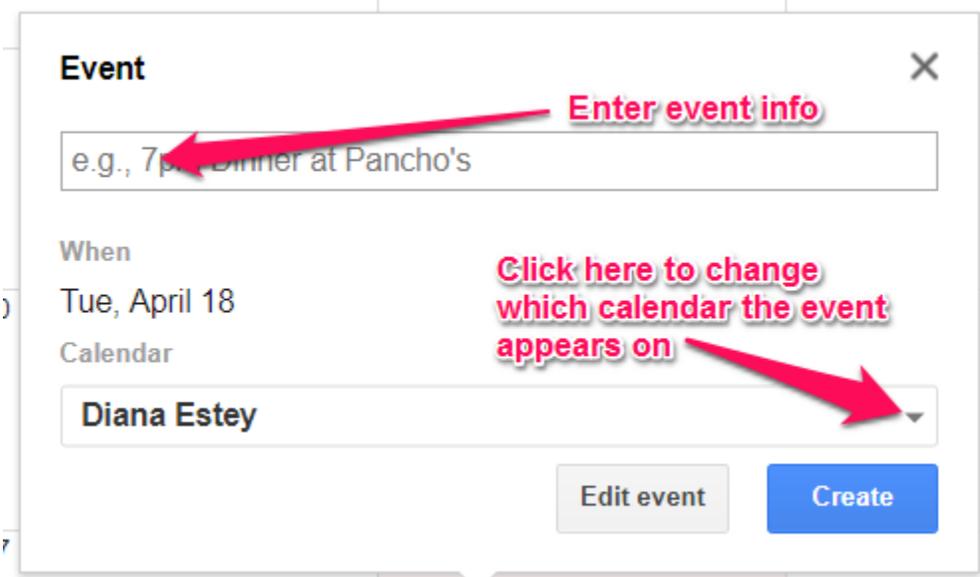


Google Calendar – Add/Delete Events

To Add an Event with no Documents

1. Login to your [Google Calendar](#) account.
2. In the left sidebar under My Calendars or Other Calendars click to select the calendar you want to update.
3. Click on the date in the calendar where you want to create an event.
4. In the Event dialog box enter the event information



The screenshot shows the 'Event' dialog box in Google Calendar. It has a title bar with 'Event' and a close button (X). Below the title bar is a text input field containing 'e.g., 7p. Dinner at Pancho's'. A red arrow points to this field with the text 'Enter event info'. Below the text field is the 'When' section, which shows 'Tue, April 18'. Below that is the 'Calendar' section, which shows a dropdown menu with 'Diana Estey' selected. A red arrow points to the dropdown arrow with the text 'Click here to change which calendar the event appears on'. At the bottom of the dialog are two buttons: 'Edit event' and 'Create'.

5. Make sure to change Calendar field shows the calendar you want the event to appear on

To Delete an Event

Click on the event and click the Delete button

To Add an Event with Documents

1. Login to your [Google Calendar](#) account.
2. In the left sidebar under My Calendars or Other Calendars click to select the calendar you want to update.
3. Click on the date in the calendar where you want to create an event and click 'Edit event'.

Event [X]

e.g., 7pm Dinner at Pancho's

When
Tue, April 18

Calendar
Diana Estey

Edit event Create

4. Make sure to change Calendar field shows the calendar you want the event to appear on
5. The following dialog box will appear. Enter the requested information in each field. *To add a link to a document, see the next page.*

Google Search Calendar

SAVE Discard

Defensive Driver Training ← Enter event title

4/26/2017 to 4/26/2017 ← Choose event date and time

All day ← Uncheck if event does not last all day

Event details Find a time

Where Nevada Department of Public Safety, 555 Wright Way Carson City, NV 89711

Video call Add video call

Calendar Capitol Police

Description Join us for a day of Defensive Driving. Save on your insurance premiums!flyer

Attachment Add attachment

Event color [Color selection] ← optional: choose event color

Notifications No notifications set Add a notification

Show me as Available ← verify 'Available' is selected

Visibility Calendar default Public ← select 'public' so everyone can see it

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

6. If you need to add a document to the Google calendar, enter the following code in the event information box

```
<A HREF="http://url"target="new">Click here to view agenda (pdf).</a>
```

- 1) replace <http://url> with the url to the document
- 2) replace [Click here to view agenda \(pdf\)](#) with the label for your document

7. Click the SAVE button
8. Verify your event listing on the webpage the calendar appears on