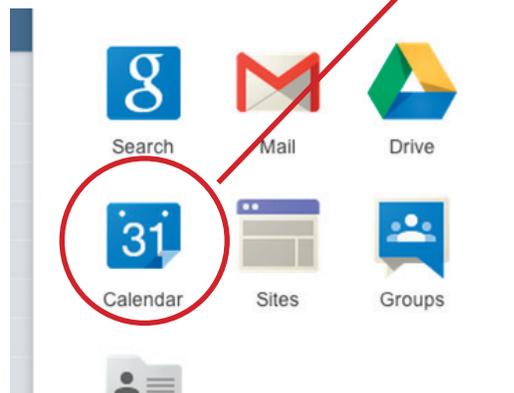
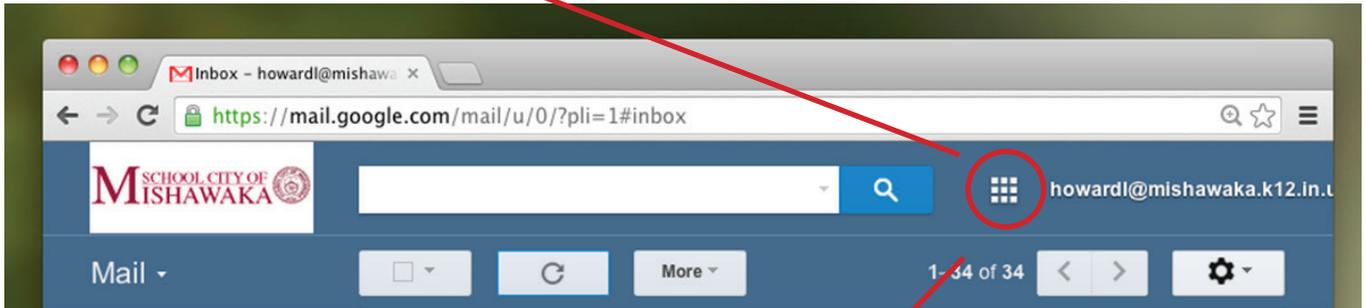
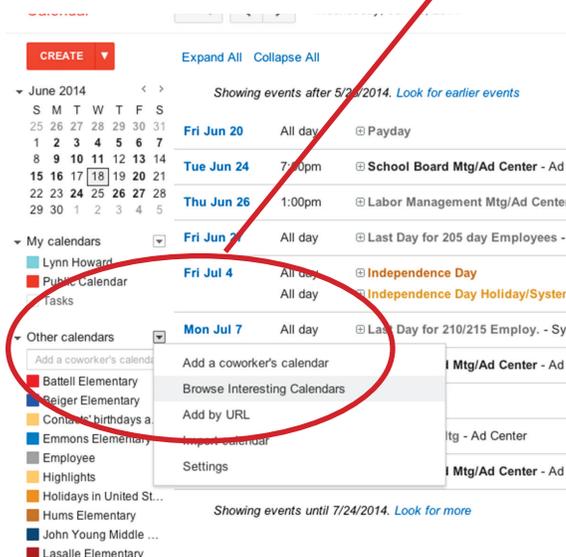


Subscribing to a Google Calendar

- To access your calendar, login to your SCM Google e-mail account.
- In the upper right hand corner you will find a 3x3 square box, click on it to access Google Apps. You will find Google calendar there.



- Here you will find your personal calendar listed along with any other calendars that you have rights to.
- Find **Other Calendars**, hover over it and a drop box will appear on the right. Click on **Browse Interesting Calendars**.



- Click on the **More** tab.
- Click on **Resources for mishawaka.k12.in.us**
- This will take you to a menu of calendars that you can select **subscribe/unsubscribe**. Once you subscribe to a calendar, it will appear in your Google Calendar window if you have the square to the left of it selected.

There are so many calendars what is on each of them?

Each **Building Level Calendar** is just that, building events for public viewing, not staff items.

The **Employee Calendar** is for meetings, paydays, and other employee only items. You must be logged into your SCM Google e-mail to view these events. Pat Bellovich is the contact for this calendar.

The **Highlights Calendar** has events normally on the calendar that Darlene Cochran gives us that has the grading periods, ISTEP, holidays, etc.

Office Support only has a few dates that pertains only to the Office Support staff. Darlene is also the contact for this calendar.

The **Public Calendar** has events that are System Wide such as Teacher Appreciation Week and **events** that affect more than one school. Lynn Howard is the contact.

The **School Board Meeting Calendar** is just what it's name says. A listing of all of the Board meetings by Pat Bellovich.

If you have any questions, please contact Technology at 254-4512 or Lynn Howard at 254-4518.